



# DOMINION RIDGE — ACADEMY —

Focusing on the education  
of the whole child

## PARENT & STUDENT HANDBOOK

2025 - 2026

DO NOT CONFORM TO THE PATTERN  
OF THIS WORLD, BUT BE  
TRANSFORMED BY THE RENEWING OF  
YOUR MIND. THEN YOU WILL BE ABLE  
TO TEST AND APPROVE WHAT GOD'S  
WILL IS—HIS GOOD, PLEASING AND  
PERFECT WILL. ROMANS 12:2

*Competence. Confidence. Belonging*



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# GENERAL INFORMATION

## Important Contact Information

School Number: (540) 635-6799

School Email: [admissions@dominionridgek12.com](mailto:admissions@dominionridgek12.com)

Gradelink: [www.gradelink.com](http://www.gradelink.com)

School Website: [www.dominionridgeacademy.com](http://www.dominionridgeacademy.com)

## Mission Statement

The Mission of Dominion Ridge Academy is to provide a Christian understanding of God, man, and the universe, based on Biblical and natural revelation through an integrated curriculum.

## Vision Statement

The Vision of Dominion Ridge Academy is for every student, from special needs to gifted, to emerge as self-governing, independent learners who will possess keen critical thinking and effective communication skills. These students will generously use their God-given gifts and talents in the service of God and neighbor.

## School Verse

“Do not conform to the pattern of this world, but be transformed by the renewing of your mind. Then you will be able to test and approve what God’s will is—his good, pleasing and perfect will.” Romans 12:2 NIV

## School Colors

Royal Blue, Black, and White

## Team Name

The Warriors

## Handbook Purpose

The Handbook provides a snapshot of Dominion Ridge Academy's policies, procedures, and philosophy, aiming to address common inquiries. It functions as a guiding document for our Christian education approach, designed to promote safety, order, efficiency, and consistency. It encourages students to acknowledge and take responsibility for their actions, with the ultimate aim of fostering a commitment to honor God. Although it lays out essential guidelines, it cannot cover every possible situation. Thus, the school reserves the right to respond with administrative discretion to any unanticipated circumstances.

This Handbook is not a legally binding contract but an outline of the school's operation. We urge all families to review the Handbook, ensuring that all parents, guardians, and students understand its content. Following this, the Handbook Agreement Form must be signed and submitted.

## **Membership & Affiliations**

Dominion Ridge Academy (DRA) is the Home of The Center for Cognitive Formation, a member of the Cognia, Association of Christian Schools International (ACSI) and the National Institute for Learning Development (NILD).

DRA is the home of The Center For Cognitive Formation (CCF), which resides at the heart of our unique approach to education. Students benefit from CCF in the social-emotional learning provided to each classroom, as well as one-on-one support with educational therapists. Our educators and administrators are trained and committed to engaging a range of learning and therapeutic frameworks that allow us to “teach all to teach all”. This customized approach to education enables each child to utilize their gifts and talents to impact their environment with purpose and intention.

### **COGNIA**

Accreditation through Cognia partners DRA with the largest education improvement organization in the world. Cognia’s research-based performance standards give DRA a shared framework to achieve measurable, meaningful improvement and guide us to leverage our strengths for improvement.

### **ACSI**

The Association of Christian Schools International is the largest global Christian educational organization. ACSI connects DRA with a community of Christian educators along with tools, services, curriculum, and professional development opportunities.

### **NILD**

The National Institute for Learning Development (NILD) is an organization dedicated to the cultivation of successful and independent learners. The NILD approach builds the competence and confidence of students on all levels, including education therapy for students with learning challenges. DRA is an *NILD Inside* school, providing our faculty with training in mediated learning and cognitive skills education, in addition to having several licensed NILD Education Therapists on staff.



**DOMINION RIDGE  
ACADEMY**  
Focusing on the education  
of the whole child



## WELCOME

Dear Dominion Ridge Academy Families,

We are blessed that you have joined the Dominion Ridge Academy family. Our goal is to “train up a child in the way he should go and when he is old, he will not depart from it” (Proverbs 22:6). This demands a concerted effort by the home, church, and school to accomplish a Kingdom education. DRA believes in a life-long, Bible-based, Christ-centered process of bringing a child to Christ, training a child in Christ, and equipping a child to serve Christ.

The nature of an independent Christian school, such as Dominion Ridge Academy, makes it imperative that a partnership with close harmony be maintained between DRA and the student’s family to effectively meet the needs of the student. The necessity of this partnership is seen when we begin to define the classroom as any place where structured learning experiences are occurring. In this context, everyone is a teacher.

Together, we will navigate the new territory presented to us and guide the next generations for “such a time as this”. Thank you for partnering with us and I wish you a blessed school year at Dominion Ridge Academy.

Blessings,

**Carrie J. Hill, Ed.S.**  
Principal  
Dual Enrollment Coordinator

# INTRODUCTION TO OUR BOARD, FACULTY, AND STAFF

**Richard & Lorraine Hewitt**, Founders

**Jason Herndon**, Board Chair

**Cory Gray**, Board Member

**Lauren Kopishke** - Treasurer

**Joy O'Shaughnessy**, Board Member

**Carrie Hill** Principal

**Heather Knapp** Accounts Manager

**Acosta, Yilson** Teacher

**Frasier, Kelli**

**Gibson, Jamin** Teacher

**Harper, Beverly** Teacher

**McCray, Autumn** Teacher

**Morrison, Grace** Teacher

**Settle, Angie** Therapist

**Turner, Anne** Therapist

**Tutton, Detra** Teacher, Curriculum Advisor

**VanCuren, Kristin** Teacher, Yearbook Advisor

**VanCuren, Tim** Therapist, Teacher

# EMERGENCY RESPONSE

Tim VanCuren, Head of Security

[tvancuren@dominionridgek12.com](mailto:tvancuren@dominionridgek12.com)

## Emergency Procedures and Drills

DRA has developed an Emergency Response Plan based on the Virginia Department of Criminal Justice Services and the Virginia Department of Education's guidelines for School Emergencies. We maintain relationships with state and local law enforcement agents, who have reviewed our ERP and are in regular communication with the Head of Security. All staff are trained to perform the procedures for Evacuation, Lockdown, Secure, Hold, and Shelter scenarios.

Students will be informed about the safety procedures to be taken in the case of each of these unlikely events, and we will have practice drills scheduled throughout the year. Students are required to participate in a serious manner and follow all directions from teachers and administration. To comply with the Virginia Department of Education guidelines, we will at a minimum conduct two Evacuation Drills and a Lockdown Drill within the first 30 days of school, followed by up to one Evacuation Drill per quarter and another Lockdown Drill during the second semester of the school year. Additional drills will be scheduled as deemed necessary. Parents will be notified at least 24 hours in advance of all Lockdown Drills. K5 students are not required to participate in the first Lockdown Drill session.

# ADMISSIONS

Dominion Ridge Academy admits students of any race, color, gender, national, and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national or ethnic origin in the administration of its educational policies, scholarship programs, athletic, and other school-administered programs.

## Admissions Policy

Acceptance Policy: Students must complete the application process to be eligible for enrollment. Students with learning challenges, previous IEPs, and/or other testing that suggest additional support will be needed for success at DRA may be considered for enrollment with the additional required enrollment in CCF for individualized Education Therapy programs.

All Kindergarten - 12th grade non-exempt students must adhere to the Virginia Department of Health School and Day Care Minimum Immunization Requirements, which can be found online at <http://www.vdh.virginia.gov/immunization/requirements/>. DRA admits students with legitimate Medical and Religious Exemptions.

## Birth Certificate

A copy of the child's birth certificate must be presented at the time of enrollment.

## The Center for Cognitive Formation

Participation in NILD Education Therapy, FIE Cognitive Therapy, and/or other educational support may be suggested and/or mandatory for enrollment at DRA. There are additional fees for these programs.

### **Kindergarten Admittance Age**

A kindergarten student should be 5 by September 30th. All students must be able to consistently and independently take care of his or her toileting needs.

### **Parent Or Guardian**

DRA students must live with at least one biological or adoptive guardian/parent except in the case of foreign exchange students.

### **Previous Dismissal From Another School**

DRA does not generally admit students who have been dismissed from other schools or who have been in serious disciplinary trouble in a former school. Requests for exception to this best practice can be made by submitting supporting evidence to the principal.

### **Transfer Students**

All incoming students are given an entrance examination to assess for placement unless approved by an administrator. Students whose current work is not satisfactory will be reviewed by the administration. A decision will be made that is best for both the student and the school.

### **Wait Pool**

A wait pool of prospective students is kept in the office. Parents will be notified as space is available. Acceptance is not determined by early application to the school. Acceptance is based upon student academic needs, administrator recommendations, etc.

### **New Student Assimilation Policy**

Fall Parent-Teacher Conferences are required for students new to DRA. If additional review is necessary, the principal will schedule a meeting with the new student's parents/guardians as a follow-up. Any adjustments to schedule, grade, and/or program will be made at that time to ensure the student's success at DRA. This will also be the opportunity for the administration, faculty, parents and the student to determine that DRA is the best fit for the student's education. The school reserves the right to make the final determination of eligibility and continued enrollment.

### **Procedure For Enrollment**

Interested parents of new students will be asked to follow the procedures listed below to enroll their children at any grade level at Dominion Ridge Academy. DRA reserves the right to interviews, testing, and selective enrollment. To attend DRA is a privilege, not a right. Students are required to take/submit admissions testing, provide current report cards and test scores, provide proof of immunizations in accordance with Virginia State law, and complete a request for transfer of records. If the class is full, they will be placed in a waiting pool. Acceptance is based on student academic needs, administrator recommendations, etc.

### **Enrollment Process:**

1. An inquiry regarding DRA enrollment is made via phone call, online inquiry form, email, or visit.
2. A tour/visit is scheduled, and an information packet is obtained. In addition, the prior existence of IEPs, learning challenges, and other concerns must be disclosed at this time and copies of evaluations submitted.
3. If interest in pursuing enrollment exists following the tour, (and school is in session), the student may visit for a day or a portion thereof, attending classes and participating in daily activities.
4. Teacher evaluations of the student's visit are completed and shared with the Administration.
5. If the student is considered a viable candidate for enrollment, the student will participate in placement testing as deemed appropriate by the administration.
6. Upon evaluation of testing by the administration, parents will participate in a Family Interview with the principal.
7. Enrollment forms are completed and submitted with appropriate supporting documents and fees, according to terms.
8. Letter of acceptance/non-acceptance for admission is received.

## Force Majeure Clause

The duties and obligations herein described may be suspended indefinitely without notice during all periods in which Dominion Ridge Academy is closed due to any force majeure events, including, but not limited to, any earthquake, fire, flooding, act of God, war, governmental action, act of terrorism, epidemic, pandemic, state of emergency, or any other event beyond its control. Dominion Ridge Academy has developed a contingency instruction plan to deliver remote instruction as soon as is reasonably practicable and safe under the circumstances. If such a force majeure event occurs, the duties and obligations herein described may be postponed for a period of time until Dominion Ridge Academy can deliver its contingency course instruction or until such time as Dominion Ridge Academy, in its sole discretion may safely reopen. In the event Dominion Ridge Academy is closed for a period of time or must deliver coursework remotely due to an event under this clause, the Parent agrees Dominion Ridge Academy is under no obligation to cancel, waive, or refund any portion of tuition that is owed or paid to Dominion Ridge Academy.

## Re-Enrollment/Student Withdrawal

**Student Exit Policy:** Students are considered enrolled for the entire year; therefore, budgets and teacher contracts are set accordingly. In the case where a student withdraws before the last day of the school year, the following policy applies: (a) A parent/guardian must provide in writing to the school administration the intention to withdraw the student(s) from DRA and complete the Student Withdrawal form. (b) The obligation to pay tuition for the full academic year is made at the time of enrollment and is unconditional. ***Numbers 30:2 states that when a man makes a vow to the Lord or swears an oath to bind himself, he must not break his word but must do according to all that proceeds out of his mouth.*** (c) Exclusions: A prorated tuition refund may be considered in the event of job relocation, military reassignment, financial hardship resulting from a death in the family, or other circumstances deemed appropriate by the administration. Communication with the administration about financial accounts is vital for continued partnership.

Students in good standing at Dominion Ridge Academy will be offered exclusive first access to re-enrollment. When enrollment opens to the public, current DRA students who have not re-enrolled are not guaranteed re-enrollment.

## Sibling Enrollment

Current students who have siblings who desire to attend DRA the next school year will go through the admissions process as do new students.

## Sibling Discounts

For families with two or more children at DRA, the following discount each child is applied as follows:

Second child, 10% discount

Third child, 15% discount.

## Other Discounts

Tuition Discounts Available - Active Military, First Responders, & Pastoral - 15% off of tuition per child.

Annual Application required. Payment in Full - 5% discount on tuition only.

# HEALTH AND RECORDS

## Immunizations And Physicals

To ensure that DRA students are adequately protected against communicable diseases, each student must have a current Immunization Record on file which provides documentary proof of adequate age-appropriate immunizations. All immunization and medication records must be kept up-to-date and can be submitted to the DRA office in person or via email [admission@dominionridgek12.com](mailto:admission@dominionridgek12.com).

***All Kindergarten - 12th grade students entering a Virginia school for the first time must have a Virginia Commonwealth School Entrance Health Form completed and signed by a physician prior to the student attending school.***

Effective July 1, 2019, a booster dose of Tdap vaccine is required for all children entering the 7th grade or are 12 years old. The Virginia Department of Health School and Day Care Minimum Immunization Requirements can be found online at <http://www.vdh.virginia.gov/immunization/requirements/>.

DRA admits students with legitimate Medical and Religious Exemptions. In the event that there is an outbreak of a vaccine-preventable disease for which a parent cannot provide proof of immunity for a child, the child will not be allowed to attend school until the risk period ends. This might involve several weeks of absence.

All student-athletes are required to have an annual sports physical completed by a physician on the VHSL Sports Physical Form and turned in prior to admittance to any sports practice or game.

## Alcohol, Drugs, and Tobacco

The use of alcohol, tobacco, and tobacco products, including electronic cigarettes and vapors, is prohibited at all times while on DRA property or within any of the DRA facilities. No person may use tobacco products or consume alcohol while on DRA property, including in personal vehicles.

DRA does not tolerate the student use, possession, or distribution of alcohol, drugs (illegal or unauthorized), or tobacco of any kind. Violation of this rule will result in immediate dismissal from the school.

## Allergies

These include any allergy to any medication, salve, ointment, etc., to any foods, even if it does not require an epinephrine auto-injector, or to any environmental factors, stimulants, or conditions. Please be sure that any and all of these are clearly documented in your student's file. Proper documentation includes what the allergen is, what the reaction to the allergen is, the best course of action to treat a reaction to the allergen, and what to do if the treatment is not working. A doctor's note regarding any allergies would be appreciated but is not required.

## Illness

For the well-being and health consideration of all our students and staff, parents should not send any student with fevers or symptoms of illnesses or contagious diseases to school. It is a policy that student must stay home with a fever (24 hours fever-free without the use of medication like Motrin, Aspirin, Tylenol, etc.), vomiting (24 hours free), flu symptoms, diarrhea, colored nasal discharge, persistent cough, strep throat (24 hours on medication or as directed by a doctor, with note provided) or pink eye (24 hours on medication).

### **Long-Term Illness**

This would encompass any physical medical illness that may need additional support, including but not limited to asthma, epilepsy, sickle cell anemia, etc. Please be sure that any and all of these are clearly documented in your student's file. Proper documentation includes what the illness is, what problems may occur and what they would look like, how to respond appropriately in the moment and long term, and what to do if the response is not working. A doctor's note and care plan may be required for some of these illnesses.

### **Infectious Diseases**

Students and their families will periodically contract certain diseases through no fault of their own, for which the student must be excluded from school for a certain period of time. These diseases include but are not limited to, COVID-19, varicella/chicken pox, rubeola/measles, influenza, streptococcal infections, and pertussis/whooping cough. Please contact the School Office upon diagnosis with any of these infectious diseases to determine protocols.

### **Exclusion During Disease Outbreaks**

In situations when one or more cases of a vaccine-preventable or any other communicable disease are present in a school, all susceptible, including those with medical or religious exemptions, are subject to exclusion from school as recommended by the CDC and Virginia Department of Health.

### **First Aid Policy**

#### **CPR/AED**

All DRA staff are CPR and AED trained. In the unlikely event that your student becomes unresponsive, the DRA staff with them will immediately call for assistance and then begin CPR and continue until your student regains consciousness or EMS arrives. The AED will be prepared and used as appropriate. Parents or legal guardians will be contacted. Staff will accompany the student to the emergency room until parents or legal guardians arrive. An incident report will be emailed to the parents or legal guardians as soon as possible.

#### **Injuries**

All have access to a basic first aid kit at all times. There is also a more extensive First Aid Kit available if needed. Any minor to moderate injury including, but not limited to, cuts and scrapes, bumps and bruises, nose bleeds, and eye irritation will be attended to immediately by the staff member present with the student or the school office, as deemed appropriate. If deemed necessary, parents or legal guardians will be contacted. Otherwise, an incident report will be either emailed to the parents or legal guardians or a hard copy letter will accompany the student home by the end of the day. \*\*All persons do have the right to refuse treatment. If a student refuses treatment for an injury, DRA staff will notify the parents or legal guardians. The timing of notification will depend on the severity of the injury. Staff will notify EMS when services are needed and then immediately provide care until they arrive. Parents or legal guardians will be notified. Staff will accompany the student to the emergency room until parents or legal guardians arrive. An incident report will be emailed to the parents or legal guardians as soon as possible.

#### **Head Injury**

Any head injury, whether a minor bump or major blow, will be reported to the parents or legal guardians as soon as possible. This may occur through email, text, or phone call depending on the severity of the injury.

## Administration of Medications

### **Epinephrine Auto-Injectors:**

Trained staff are authorized to administer epinephrine auto-injectors (EpiPen). If your student receives an EpiPen injection, EMS will be called immediately, and your student will be transported to the emergency room. Parents or legal guardians will be contacted right away. A staff member will accompany your student until you arrive. An incident report will be emailed to you as soon as possible. Students who have a self-carry form on file, may administer the injection themselves.

### **Rescue Inhalers:**

Trained staff are authorized to administer rescue inhalers. If a rescue inhaler is used, parents or legal guardians will be notified. Your student will be monitored according to their Care Plan to determine if EMS or emergency room care is needed. Students who have a self-carry form on file, may administer the inhaler themselves.

### **Prescription Medications**

DRA has MAT-trained staff present during regular school hours and Before and After School Care who can administer most prescription medications. If your child requires medication during the school day, a Medication Authorization Form with complete instructions must be on file with the School Office along with the medication. These forms are available through the School Office. All prescription medications will be kept in the school office. All prescription medications must be sent in their original package or prescription bottle. \*\*Students may not carry or distribute any type of medication at school without a documented exception applicable only to emergency medications (See Self-Carry Policy under Emergency Medications).

### **Over-the-Counter Medications**

DRA will not supply over-the-counter medications to students. DRA has MAT-trained staff present during regular school hours and Before and After School Care who can administer over-the-counter medications. If your child requires medication during the school day, a Medication Authorization Form with complete instructions must be on file with the School Office along with the medication. These forms are available through the School Office. All prescription medications will be kept in the school office. All over-the-counter medications must be sent in their original package. \*\*Students may not carry or distribute any type of medication at school without a documented exception applicable only to emergency medications (See Self-Carry Policy under Emergency Medications).

### **Emergency Medications**

DRA has MAT trained and/or CPR/First Aid-trained staff present at all times a student is present for a school-sponsored event, whether on or off campus, who are able to administer emergency medications, i.e. epinephrine auto-injectors and rescue inhalers. If your child requires this type of medication, a Medication Authorization Form with complete instructions must be on file with the School Office along with the medication. These forms are available through the School Office. You will also be required to complete a Care Plan for your student. The emergency medications will be stored in a centralized accessible location in the school building. If your student participates in athletics, you will be asked to provide an additional epinephrine auto-injector and/or rescue inhaler to be stored in the Athletic Director's Office and taken to games off campus by the coaches. \*\*Students may not carry or distribute any type of medication at school without a documented exception as found below.

### **Self-Carry Policy**

DRA will permit middle and high school students with signed written permission from parents or legal guardians to self-carry and self-administer their own emergency medications, i.e. epinephrine auto-injectors and/or rescue inhalers. This policy does not apply to any other prescription or over-the-counter medication. This permission form is in addition to the Medication Authorization Form and is also available in the School Office. It does require the signature of your student's doctor. If your child is in Elementary School and you feel it is in their best interest to self-carry, please contact [office@dominionridgek12.com](mailto:office@dominionridgek12.com) with your request. It will be considered on a case-by-case basis.

### **Lice – No Nits Policy**

DRA has implemented a No Nit Policy with the intention of minimizing infestations and keeping children lice-free, nit free, and in school. Head lice is one of the most common childhood communicable diseases, therefore we encourage each family to do its part at home with routine screening, early detection, and thorough removal of lice and nits. Lice checks will be conducted regularly and students presenting with nits or lice will be dismissed from school to minimize infestation and outbreak. Students may return to the classroom once they have been re-checked and are found to be lice and nit free.

### **Fidgets**

Only students with a doctor's note on file may utilize fidgets in the school. The use must be for the purpose assigned and must follow the guidelines put forth by the doctor. The use of fidgets may not interfere with the learning of other students. If this becomes a concern, the principal will hold a conference with the student and parent to address the needs of both the student and the classroom and a resolution will be reached that will be of benefit to all involved.

### **Emergency Contacts**

If your child becomes ill or is seriously injured at school, you will be notified immediately. Emergency information is required on the student enrollment form. If there is a change in this information, the parent is responsible for contacting the school office in writing. An emergency contact person and number to call, if you cannot be reached, is very important. Please make sure your emergency contact has written permission to obtain medical treatment for your child in case of an emergency when you are not present.

### **Student Cumulative Records**

All student records are kept in the office. All records are confidential. Teachers use discretion in reviewing a student's record. A transcript of a student's grades will be provided upon request to the student's parent or guardian. Transcripts given to a parent or student are unofficial copies. Records and transcripts will not be released when a student's tuition and/or fees are not paid in full at the end of a school year, or if an account is delinquent during the school year. Student records are confidential and will not be released to anyone or another school without the written permission of the parents and the administration.

### **Use of Elevator**

In the event that a student needs to utilize the school elevator, a doctor's note is required. The doctor's note should include recommended accommodations and an approximate time frame that the elevator pass is needed. DRA reserves the right to determine what accommodations can be met and the time frame allotted. The parent will provide crutches or a wheelchair if the doctor deems it necessary.

# FINANCES

Heather Knapp

[hknapp@dominionridgek12.com](mailto:hknapp@dominionridgek12.com)

540-635-6799

Office Hours

Monday - Friday, 7:45 a.m. – 3:30 p.m.

**Please schedule meetings with the accountant by contacting her phone or email.**

## Before and After School Care

DRA extends care for students from as early as 7 a.m. and as late as 6 p.m., for additional monthly fees. Before/After School Care fees are billed monthly and payment will be withdrawn along with tuition. To enroll your student in Before and After School Care, **please contact the accountant** by calling the school office. *There will be no Before or After School Care on School Holidays, School Closings, or Early Dismissal Days.*

## Before School Care

Students may arrive any time after 7 a.m. Before School Care is \$100 per month and is billed on a monthly basis. *Students who arrive before 7:45 am, and are not enrolled in Before School Care will be charged \$15 per day. If this occurs more than twice in any given month, accounts will be charged the monthly rate of \$100.*

## After School Care

Students may remain at school as late as 6 p.m. After School Care is \$275 per month and is billed on a monthly basis. An additional fee of \$25 will be made *for each student not picked up by 6 p.m.* That fee will increase by \$15 for every 10 minutes, or a portion thereof, that children are not picked up. *Students who are not enrolled in After School Care and picked up after 3:15 p.m. will be charged \$25 for every 10 minutes or a portion thereof.* For example, a student who signed out at 3:40 p.m. would incur a charge of \$40.

## Donations

Presently, tuition is not tax-deductible, but cash gifts are. Also, from time to time parents or friends of DRA may like to donate needed school equipment and supplies. Donations to the general building fund are appreciated. In addition, there is also a tax credit opportunity for donors who qualify. From time to time, items are donated to DRA. A receipt for the donation will be given to the donor.

## Lunches

Lunch charges are to be paid separately in Procure each month. It is the responsibility of the parent to notify the homeroom teacher if the child is not authorized to order lunch.

## Fees

### Incidental Fees (Including Field Trips, etc.)

Charges for incidentals, such as field trips, will be posted throughout the month and will be due with your tuition payment.

### Graduation Fee - Kindergarten

The Kindergarten class cap and gown fee is up to \$30 and will be included on your May statement. (No student graduates unless tuition and all fees are current.)

### **Graduation Fee – Senior Cap and Gown**

The senior cap and gown, along with any cords, must be ordered by the parent or guardian. These items are the responsibility of the family. (Please note: Students will not be eligible to graduate unless all tuition and fees are paid in full.)

### **Late Fees/NSF Fees**

Procare will charge a \$35 late fee as well as a \$30 nonsufficient funds fee to any account that does not have proper funds for the initial withdrawal of a monthly payment. Upon notification from the bank that the payment did not successfully process, the primary AR account holder will be notified and will have 5 business days to take the necessary steps to resolve the issue. If payment is not received within 5 business days, the student(s) will be considered conditionally withdrawn and will not be permitted to attend classes until the balance due is paid in full. Please speak with the Accounts Manager if you are experiencing financial difficulties, as they may be able to assist you with possible solutions.

If the account is referred to a collection agency due to non-payment, the parent(s) or legal guardian(s) agree to be responsible for all associated costs, including but not limited to agency fees, attorney fees, and any other reasonable expenses incurred in collecting the outstanding balance.

### **Curriculum and Materials Fees**

Curriculum and materials fees will be billed through Procare and are due by July 1. For families enrolling after July 1, book fees will be billed through Procare and are due immediately upon receipt. Please note that these fees are non-refundable and non-transferable. The Curriculum Fee covers all required curriculum materials for the class throughout the year, including textbooks, worksheets, and other essential supplies. This fee is also non-refundable and non-transferable, as it reflects advance planning and bulk purchasing of materials in the summer months. Per the handbook, parents must notify the office by July 1 if they wish to cancel re-enrollment for the upcoming school year to avoid incurring the Curriculum Fee charges.

### **Withdrawal Policy**

Students are considered enrolled for the entire year; therefore, budgets and teacher contracts are set accordingly. In the case where a student withdraws before the last day of the school year, the following policy applies: (a) A parent/guardian must provide in writing to the school administration the intention to withdraw the student(s) from DRA and complete the Student Withdrawal form. (b) The obligation to pay tuition for the full academic year is made at the time of enrollment and is unconditional. Numbers 30:2 states that when a man makes a vow to the Lord or swears an oath to bind himself, he must not break his word but must do according to all that proceeds out of his mouth. (c) Exclusions: A prorated tuition refund may be considered in the event of job relocation, military reassignment, financial hardship resulting from a death in the family, or other circumstances deemed appropriate by the administration. Communication with the administration about financial accounts is vital for continued partnership.

### **Tuition**

Tuition payments are made through Procare and enrollment in this program is set up prior to the first payment due date or upon enrollment.

### **Tuition Assistance**

Financial awards are need-based, using an online application process which includes the submission of current year tax documents. In addition, families are required to submit a signed enrollment contract, records review, admissions evaluation, processing fee, and registration fee before an official award notification is given. However, we understand that sometimes, even with financial assistance, families may still not be able to afford the cost of DRA. Therefore, DRA will allow families seven (7) days from the award notification to review the award before declaring (in writing) their intent to accept or decline the award and enrollment.

### Scholarships

Funds occasionally are donated for need-based scholarships. There are also other scholarship opportunities with certain qualifiers. For more information, please discuss with the Accounts Manager.

### Fundraisers

Dominion Ridge Academy endeavors to keep low tuition rates for the benefit of each parent. For this reason, we conduct occasional fundraising programs and anticipate each child's and/or parent's participation in helping raise additional funds needed for the designated school projects and programs.

### Re-Enrollment

Current DRA students in good standing are given priority access to re-enrollment each year. Those not re-enrolled by the end of the priority term risk losing their seat if classes fill with new students.

Re-enrollment fees will be charged through Procure by June 1st.

### Year-End Policy

All student accounts must be paid in full by the last day of classes. School records, including report cards, will not be released when a balance is owed on the student's account.

## ARRIVAL, DISMISSAL, AND TRANSPORTATION

### School Hours

Before School Care <i>(Paid Service Requiring Enrollment)</i>	7:00 am - 7:45 am
School Arrival	7:45 am
Homeroom	8:00 am - 8:15 am
Classes Begin	8:15 am
Scheduled Early Dismissals	1:00 pm
School Dismissal	3:00 pm
After School Care <i>(Paid Service Requiring Enrollment)</i>	3:15 pm - 6:00 pm

For students needing to arrive before 7:45 a.m. or be picked up after 3:15 p.m., please see Before and After School Care policies.

Students must follow instructions as to where they are to be prior to Homeroom and after Dismissal if they remain on school property. For safety purposes, no student is to be left without adult supervision.

For students enrolled in After School Care Program please note there is no aftercare for early dismissal days.

### Inclement Weather

It may become necessary to close school, delay opening, or dismiss early because of inclement weather or some other uncontrollable event. These announcements will be made over The River 95.3 FM, 1450 AM,

Facebook, and through Gradelink. An emergency announcement email and text alert will also be sent out via Gradelink, so it is imperative that your phone number and email address on file is current, and that your account is activated. On delayed opening days, Before School Care is not provided. The doors will open at 10 a.m., and students are not allowed in the school until then. This provides time for teachers and staff to arrive safely during inclement weather.

### **Arrival and Dismissal Traffic Patterns**

Your cooperation in observing these regulations is required. Staff will be on-site to guide and direct you. All parents are required to observe all traffic flow patterns and must follow the guidelines below

1. Watch your speed!
2. For the safety of all pedestrians and drivers, we ask that all K5-12th grade students go through the pickup and drop-off patterns and not sign out their children early for the purpose of avoiding traffic patterns.
3. Yield to all directions provided by the staff traffic team. The Chairman of the Board will be notified of any non-compliance issues.
4. Drivers must adhere to the stop sign at the school entrance/exit on E. Strasburg Rd. as well as all other signage posted by traffic coordinators.
5. Students should be dropped off and picked up from designated areas only.
6. When dropping off, please have your students ready to exit your car when you enter the designated area.
7. Students exiting a vehicle from the far side should always cross in front of his/her parent's/guardian's vehicle.
8. Exercise patience! Do not pass another vehicle at any time in the pickup or drop-off line.
9. Parents and students will be assigned and given a car rider number for quick identification in the afternoon pickup line. Please keep these numbers in clear view on the dash of the driver's side of the car.
10. Once in line, drivers should pull up as close as safely as possible to the car in front of them in order to minimize the overall length of the line and impact on traffic.
11. Do not leave cars unattended and running at any time.
12. If you have necessary school business, you must park and stop at the school's office.
13. Please do not arrive at the afternoon pick-up area prior to 2:45 p.m. Students may still be on the playground at this time.
14. Please do not use the pick-up/drop off time as an opportunity to speak with a teacher or staff member working in the system. This creates a safety hazard.
15. Changes to a student's usual dismissal routine, such as person picking up, should be made known to the school office in advance. Please note that this may require that an individual, other than a known parent, present a photo ID at the time of pickup.

### **After School Care Services**

The use of electronic devices by students is at the discretion of the After School Care Teacher. All rules set by the teacher for After School Care must be followed to avoid additional disciplinary actions. Failure to do so, and/or repeat referrals to the principal for disciplinary issues, may result in the dismissal from the After School Care Program.

### **After School Hours**

Students who are on campus after end-of-day dismissal must be at a school activity like sports, sports practice, performing/fine arts, tutoring, clubs, detention, or the After School Care Program and must be under adult supervision. Students not engaged in a school activity (listed above) and on campus will be sent to After School Care and a fee for child care will be charged to the student's account. Students on campus and not engaged in one of the above activities, or fail to remain in After School Care if assigned, is subject to disciplinary action.

### **Restriction On Child Pickup**

If parents are divorced or separated and one parent is not allowed to see or pick up the child, DRA must have a copy of the court order of final judgment on file in the office. Students will not be permitted to leave campus with anyone not listed on their pick-up list except with the legal parent/guardian.

### **Signing Students Out Of School**

Students may be signed out of school by a parent, legal guardian, or those on the approved pick-up list for the following reasons:

1. A parent or guardian has notified the school that the student will be leaving early.
2. If the reason is an illness, the student must be running a fever (100.4 degrees or higher) as determined by DRA staff. If not running a fever, he or she must be obviously ill as determined by the best judgment of DRA staff. The school will contact a parent or guardian. The student must wait for a parent or guardian in the area designated by DRA staff.

Detailed records of students will be kept in the school office regarding the signing in and out of the school. Students showing an excessive number of sign-outs or sign-ins will have the situation reviewed in a conference between parents or legal guardians, the student, and the principal.

Students may not leave the campus during the school day without telephone contact with, or the personal appearance of the parents or legal guardian. Students too young to drive will not be released to anyone other than the student's parent(s), legal guardian, or those on the approved pick-up list. All students must be signed out at the school office.

Student drivers who are 16 years of age or older may be allowed to sign out by proxy, provided that they have obtained prior and detailed written consent from a parent or guardian and the principal.

### **Pick Up For Students Following After School Activities**

If students are waiting for a ride after school activities like sports, performing/fine arts practice, etc. he or she must wait for their ride inside the building. A teacher must be notified of their departure. Students are not to wait outside the building without adult supervision.

### **Student Drivers**

Driving on campus is a privilege and should be regarded with the utmost responsibility. Students desiring to drive to school are to register their vehicles with the school office. Registration includes a \$10 fee payable to DRA. Registration forms are available in the office to students with valid Virginia driver's licenses. Those students who do not register their cars will not be permitted to drive. The safety of all students is of concern to the administrative staff. Violations of the following guidelines will incur a \$10 fee for each violation.

Therefore, student drivers must adhere to the following guidelines:

1. Students will observe speed limits in the neighborhood and parking area. Reports by staff, parents, or neighbors of excessive speed or careless driving will result in disciplinary action and potentially the loss of driving/parking privileges on campus.
2. Upon arrival, students will park in their designated parking spaces and go directly to their homeroom or class (depending on arrival time). Sitting in cars or standing around the parking area will not be permitted. Students are not to return to their cars during the day without permission from the school office.
3. Students will not be permitted to leave the campus until the end of the day unless special arrangements are made with the administration. Students will not be permitted to leave campus unless parental permission is granted.
4. Upon entering and leaving the school grounds, students should be aware that blaring music is a disturbance and a distraction to others and will not be permitted on campus.
5. At the end of the school day, students will go directly to their cars and leave the campus. There will be no loitering in the cars and no driving around the campus. When leaving, extreme caution (including going very

slowly in the parking lot) must be exercised due to traffic congestion. Students must obey the traffic coordinators in the parking lot.

6. Permission to drive to school is granted only to the driver. If the student driver is transporting other students, each parent requesting this arrangement must submit written permission at least 24 hours in advance. Students participating in athletic events will be expected to travel on the bus.

7. Students are not to allow other students to drive their cars on campus.

8. Continued tardiness to school may result in the loss of the driving privilege for a period of time to be determined by the principal.

### **Vehicle Liability**

DRA assumes no liability for damage to or losses from any vehicle parked on campus during the school day or during any school-sponsored extracurricular activity. Bicycles should be chained and locked, and cars should be locked.

### **Activity Vehicles**

Students may be transported to events and field trips by either a DRA-owned vehicles or a rented bus. All students, chaperones, and faculty must adhere to the following rules during bus travel:

1. Follow the driver's instructions.
2. Observe all safety practices, including checking traffic both ways before boarding and departing the vehicle.
3. Keep all parts of the body inside the vehicle.
4. Stay in your seat.
5. No loud, disruptive behavior.
6. No throwing or tossing of items inside the vehicle.
7. Follow the instructions of the faculty in the vehicle with regard to the use of any electronic items.
8. Do not leave trash or debris in the vehicle. Dispose of all trash immediately upon exiting the vehicle.
9. Follow all instructions of the faculty or owner concerning eating in the vehicle.
10. Do not leave items in the vehicle, unless instructed to do so by faculty or driver.
11. Unless the driver instructs you otherwise, remain in the vehicle during an emergency.

Parents are requested to reinforce proper behavior for riding a vehicle with their children. Disciplinary action will be taken for violation of any of the above rules. DRA reserves the right to refuse transportation to anyone who violates bus safety regulations. In such cases, parents will be notified and will be asked to transport their own children.

### **Field Trips**

Parents are often requested to volunteer to chaperone field trips. In some instances, we must limit the number of chaperones and will offer the spots on a first-come, first-served basis. Chaperones are asked to assist the teachers during the outings and follow field trip guidelines and instructions as provided by the teacher or administrator. If chaperones are bringing siblings or students not enrolled at DRA, they are assuming responsibility of the child(ren). Due to space availability, chaperones may be asked to drive their own vehicle and may transport only their child(ren).

## **ATTENDANCE**

All students are to attend school regularly. We believe that regular attendance in classes is essential to the success of a student's school experience. One can never really make up or compensate for absence from class. Any work done to make up for what was missed during an absence is primarily an effort to bridge a gap in the classroom experience. Students in Kindergarten – 12th grade are strongly encouraged to keep

absences under 10 per quarter or 40 for the school year. The Administration will make the final decision as to whether or not a student will pass or fail due to excessive absences.

A student must be in school for 4 ½ hours to receive credit for the day. Students must be at school by 10:30 a.m. or not leave before 12:30 p.m. in order to be counted as present. (This does not apply to students attending dual-enrollment courses off campus.) Unless it is school business, students must be in attendance at least half the class period to be counted as present for a class.

To participate in after-school activities (including sports practices, games, and performing/fine arts practices) a student must be counted present for the day.

## **Tardiness**

### *Examples of Excused Tardiness*

Examples of tardiness that are excused are: being detained by the office or a teacher (with a note explaining the circumstances), temporary illness, or doctor's appointment. In the latter case, the student must present a written doctor's excuse upon checking in. If students arrive at school with a note from the parent explaining that they were sick, they will be excused.

### *Examples of Unexcused Tardiness*

Tardiness will generally be considered unexcused. While an explanation is appreciated, excuses of the kind frequently reported (oversleeping, carpooling, car trouble, traffic, etc.) will not be considered excused. In addition, for a tardy to be considered excused due to being detained by another teacher or member of the administration, the student must have a note from that person explaining the reason for the student's tardiness.

### *Tardiness to Class - Grades K-5*

In the Kindergarten – 5th grade, elementary teachers are responsible for handling their students' tardiness. Ten (10) tardies in a quarter will result in the parents receiving a call from the teacher; after ten (10) tardies in a quarter, the principal will call. If tardiness continues, it may affect the student's enrollment. Tardiness to school in elementary classes disrupts and distracts the children as teachers try to begin the day.

### *Tardiness to Class - Grades 6-12*

Being on time for classes is essential to accomplish the objectives of each course. Unlike homeroom, academic work is lost, and the teacher and students' learning are interrupted by students entering the classroom late. If a student has ten (10) unexcused tardies to any individual class omitting homeroom, in a quarter, they will receive an after-school detention.

## **Notification of Absence**

The safety of our students is a prime concern. As a matter of crisis management, we desire to know where students are and if they will be attending for the day. DRA requires that parents phone the school office, at 540-635-6799, complete the [Planned Student Absence Form](#), or email [chill@dominionridgeacademyk12.com](mailto:chill@dominionridgeacademyk12.com), on the day of the absence, by 8:00 a.m. if possible. If the phone is busy, leave a message with the name of the student, grade, date, and reason for absence. Parents who did not call or email on the day their student was absent will be contacted by the office for an explanation and confirmation.

## **Absence from Homeroom**

Homeroom begins at 8:05 am for all students. Homeroom is a required part of the day for all grades because of devotions, prayer opportunities, attendance, announcements, handouts, and various other items.

Tardiness that results in being absent from Homeroom will generally be considered unexcused. Excuses of the kind frequently reported (oversleeping, carpooling, car trouble, traffic, etc.) will not be accepted. The exception to this rule is a doctor's appointment. In this case, the student must present a written doctor's

excuse upon checking in. If students arrive at school with a note from the parent explaining that they were sick, they will be excused.

Any secondary student arriving after 8:05 a.m. must check in with the office before proceeding to class. All middle and high school students who arrive after homeroom (8:15 a.m.) are to report to the principal/vice principal after they have checked in at the office for a dress code/uniform check. If the principal/vice principal is not available another faculty member will be designated to complete this task.

Any elementary student arriving after 8:15 a.m. must be signed in at the school office before proceeding to class.

### **Absences to Individual Classes (Middle/High School)**

Being on time for classes is essential to accomplish the objectives of the course. Unlike homeroom, academic work is lost, and the teacher and students' learning are interrupted by students entering the classroom late. If a student has 10 unexcused absences for a class, in a quarter, they will receive an after-school detention. Ten (10) additional unexcused absences in the same quarter will result in an in school suspension.

Examples of excused absences include those for illness, injury, death in the family, medical or dental appointments that cannot possibly be made outside of school, family reasons preapproved by the principal (at least 1 week's notice – see below), and marriage/graduation in the immediate family.

Family vacations and other trips should be scheduled during school vacations since it is often difficult for a student to make up for missed work during an absence. The following must be presented to the principal through the [Planned Student Absence Form](#) at least one week prior to the absence for consideration: educational trips of an educationally redeeming nature; a business trip where both parents are required to be out of town and the children are too young or have no other place to stay; help at the home of an emergency nature, or special situations where a student may have the opportunity to represent his/her church, scout troop, a civic organization or some such group. These will be considered by the principal based on the student's grades, previous absences, etc. **Students are responsible for speaking with each of their teachers, collecting any missed work, and scheduling a time to make up quizzes and tests.**

### *Examples of Unexcused Absences:*

Absences are unexcused for the following examples listed (unless previous written approval was given by the principal): oversleeping, hair appointments, shopping excursions, automobile repairs, working on a class assignment, unapproved personal trips, tardiness or truancy, suspension, and dress code violations. The failure to bring a parent note with an explanation including an excusable reason (or follow up with a phone call/email) on the day a student returns from an absence will result in the absence being marked unexcused.

### **Extracurricular Activities and Absences**

Students involved in athletics, performing/fine arts, or other extracurricular activities may not participate in that activity (practice, game, etc.) if he or she is absent the day of the activity. To be eligible to participate, a student must be in school having arrived at school before 10:30 am or having not departed school before 12:30 p.m unless pre approved by administration. He or she must be considered present for the day.

### **Loss of Credit for the Year Due to Absences**

For students to receive credit in any class, total quarter absences may not exceed 10 or the year absences may not exceed 40. Whether the absences are excused or unexcused does not change the credit ruling. Exceptions may be granted under unusual circumstances after parental consultation with the principal.

### **Make-Up Homework/Classwork for Absences**

Make-up work is the responsibility of the student, not the teacher. In the elementary grades, the teacher will work to teach the student responsibility for his/her make-up work. In the Middle School and High School, procedures for making up work are in place in each classroom and it is the responsibility of the student to

ensure he/she obtains the missed assignments from the day(s) of absence. The following guidelines apply for missed work:

- A zero will be placed as the assignment/assessment grade until the item has been submitted (within designated dates) for grading. If the work is not submitted within the designated time dates, the zero will stand as the grade.
- Students are given one day per day of excused absence to make up for missed work given on the day of absence.
- Assignments with extended due dates issued prior to the day(s) of absence are due on the day of the student's return.

### **Make-Up Tests/Quizzes for Absences**

If the student is unexpectedly absent the day of the test/quiz, he/she must take the test/quiz on the day of return. A zero will be placed in the grade for the test/quiz until the student has made up the test/exam. It is the student's responsibility to make arrangements with the teacher as to when the test will be made up during his/her return day. If the student fails to make up the test/quiz within the parameters set by the teacher, the zero will stand as the grade for the test/quiz. If the student was ill and unable to study for the test, the parent must write a note and the teacher will work out a time with the student to take the quiz/test. If a student develops a pattern of absences prior to tests, this will be shared with the principal and a conference with parents will be held to discuss the absences.

### **Planned Classroom Absences**

Except for illness, injury, and death in the family, prior notice of the absence should be given one week in advance. This notice should include the name of the student, grade, date, reason for absence, documentation if available (ex. Doctor's note), and the parent's legible signature. Students should present the note to their classroom/homeroom teacher who will advise the student's other teachers (if applicable) of the reason for the absence and whether it is excused or not. A parent's explanation does not automatically excuse the absence. *See the Absence policy for details.*

## **FOOD AND CAFETERIA**

### **Lunch Policy**

Students should have lunch, drinks, and snacks every day. A limited number of items may be ordered online through Procure. Please do so prior to 9 a.m. the day of the lunch. DRA will provide a fundraiser lunch selection on pre-announced days to support the sports program and other school clubs. These lunches may be provided by local restaurants and require that students sign up in advance (the Monday before the fundraiser lunch) on Procure.

### **Lunch Visits**

Parents may visit with students during their scheduled lunch shift. Please notify your child's teacher that you will be visiting your child during their lunch shift. You must sign in at the school office and obtain a visitor's pass before going to the cafeteria.

### **Food and Water Consumption**

Food and drink (except water) should not be consumed throughout the facilities except in designated areas like the cafeteria, picnic areas, and classrooms (when approved). Food and drink containers should be removed daily from all lockers and cubbies, and backpacks cleaned out daily of excess food items. No soda is permitted during the school hours of 8 a.m. and 3:15 p.m.

### **Water Bottles**

Water is encouraged to be brought daily to class in spill-proof, plastic bottles labeled with the student's name.

### **Elementary Snack**

Elementary students are given morning, and occasionally an afternoon snack time. Snacks should be nutritious. Any non-nutritious snack foods brought or purchased will be reserved for the afternoon.

### **Secondary Snack**

Secondary Snack will be optional during the 3rd period. Snacks should be nutritious and only one snack food should be consumed.

### **Senior Food/Drink Privileges**

Seniors are allowed coffee or tea from home as a privilege. Drink containers must have a lid. Grubhub and other food delivery services are only allowed during lunchtime and are not permitted during regular class hours.

### **Cafeteria Behavioral Expectations**

The cafeteria is for all students K-12; therefore, everyone must take care of it. Students are responsible for using good manners that include clearing off the tables and removing their own trash. Students should use respectful table manners. Food or trash should not be thrown. Failure to abide by these expectations may result in disciplinary action to be determined by the teachers and/or administrator and may include removal from the lunch table, sitting with the teacher, loss of recess time, demerits, etc. If the behavior continues, a conference will be called with the student and parents.

The kitchen is off-limits to all students except those enrolled in a class utilizing the kitchen facilities for required class activities and lessons. A staff member will heat lunches for students. Do not send glass containers. We are not a licensed food service kitchen.

### **Cleaning Responsibilities**

Teachers assign cleaning responsibilities to students on each lunch shift. Students are expected to participate in these shared duties. These responsibilities should be managed responsibly and efficiently and not result in tardiness for class, lunch times should end soon enough to perform duties.

### **Birthday Celebrations**

Celebration of student birthdays may be celebrated with classmates during the lunch period. In K-5<sup>th</sup> grade, if gifts and invitations are *brought to school*, it is strongly suggested that they be for the whole class or all of the same sex, leaving no one out. Party invitations and announcements for grades 6-12 are requested to be distributed during breaks and not in the classroom. Dominion Ridge Academy does not sponsor or endorse any after-school parties except those events specifically announced by the school administration.

# COMMUNICATION

*Parent-Teacher Communication is vital to creating a partnership that mutually supports the educational experience of your child.*

## Who to Contact

**Accounts Manager: Heather Knapp**  
[hknapp@dominionridgek12.com](mailto:hknapp@dominionridgek12.com)

**Principal: Carrie Hill**  
[chill@dominionridgek12.com](mailto:chill@dominionridgek12.com)

**Chromebooks/Tech Support: Tim VanCuren**  
[tvancuren@dominionridgek12.com](mailto:tvancuren@dominionridgek12.com)

**Curriculum Advisor: Detra Tutton**  
[dtutton@dominionridgek12.com](mailto:dtutton@dominionridgek12.com)

**Admissions:**  
[chill@dominionridgek12.com](mailto:chill@dominionridgek12.com)  
[hknapp@dominionridgek12.com](mailto:hknapp@dominionridgek12.com)

## Parent-Teacher Conferences

It is the desire of the administration and the faculty to be of service to both parent and student, and each teacher welcomes a visit from any parent. We do urge, however, that such conferences would occur with the teacher at a scheduled, convenient, after-school hour. Please contact your child's teacher by email to schedule an appointment. Fall Parent-Teacher Conferences are required for students new to DRA. If not new to DRA, additional times are available by request of a parent or teacher. Parent-Teacher Conferences are required for each student on a designated day near the midway point of the school year. The school will be closed to allow one-on-one time to discuss the student's progress and address any concerns.

## Contacting Teachers And Resolving Problems – Matthew 18 Principle In Practice

Teachers and Administration at DRA are professionals and should be treated as such. If a conference is needed, please schedule an appointment with the teacher by calling the school or emailing the teacher. Parents should use discretion when contacting the teachers at their homes. Teachers have the option of making their personal telephone numbers available. Be considerate of their time away from school. Occasionally during the course of the year, misunderstandings or problems can arise between the teacher and a student, the teacher and a parent, the parent and the school, or any of the several possible areas. This is often the result of a lack of communication between those involved.

**Concerns or problems will be considered under the guidance of the Matthew 18 principle and handled as follows:**

1. All questions, problems, or complaints should be brought directly to the teacher first before anyone else is involved.
2. If the situation is not cleared up at this level through direct contact, it should then be brought to the principal.
3. If it is still not resolved at this level, it should then be presented to the Board Chariman.

## Resolution Of Problems - Matthew 18 Principle

At Dominion Ridge Academy, we hold the Biblical principles of communication, as taught in Matthew 5 and 18, in high regard. We believe that when someone feels hurt or has concerns, whether they've been offended or may have unintentionally offended another, the first step should always be to approach the person involved directly and with love. By practicing this, we've witnessed healing in relationships, reconciliation, and the strengthening of our school community. This approach is not just about resolving issues, it's about building a culture of understanding, respect, and mutual support.

As a school family, our goal is to encourage one another and confront challenges in a spirit of kindness and humility. We aim to be a place where we build each other up, not tear each other down.

For Parents:

If you have any concerns about disciplinary actions or any situation at the school, we kindly ask that you first speak directly with the teacher or coach involved. It's important to address matters with those directly involved, rather than discussing them with other parents, faculty, or students. Should you feel that your concern hasn't been resolved, we encourage you to reach out to an administrator for further discussion.

For Students:

We also teach our students to embrace these same principles of Matthew 18 when addressing conflicts with their peers. If a student has a disagreement or concern, we encourage them to first go directly to the other student involved, with kindness and understanding. If needed, a teacher or administrator can help facilitate the conversation. If the issue remains unresolved, the teacher or administrator will step in, and a parent meeting will be scheduled to reach a positive resolution.

By working together with love, understanding, and a commitment to clear communication, we can all play a part in fostering an environment where everyone is valued, heard, and respected.

## Mediation And Binding Arbitration Agreement

DRA students and families agree to resolve differences or conflicts by following the biblical pattern outlined in Matthew 18:15, by first addressing the issue privately with the individual involved, whether that's a student, teacher, or administrator. If the issue remains unresolved, both parties agree to submit the matter to a biblically-based mediation process.

As Christians, the parties involved are committed to resolving disputes in alignment with biblical principles (1 Corinthians 6:1-8, Matthew 5:23-24, Matthew 18:15-20). Should mediation fail to bring resolution, the matter will be submitted to an independent, objective arbitrator for binding arbitration. Arbitration will follow the Christian conciliation guidelines set by Peacemaker Ministries.

The parties agree that in case of an impasse in selecting an arbitrator, the Institute for Conciliation (Peacemaker Ministries, Billings, MT) will provide a qualified mediator. The arbitrator will issue a written decision in a reasonable timeframe.

This agreement stipulates that mediation and arbitration are the exclusive methods for resolving conflicts related to the school relationship or enrollment agreement. Both parties waive their right to pursue a lawsuit in civil court, including class action suits, except to enforce the arbitration decision. Legal counsel may be sought at the parties' own expense during any phase of the process.

By entering into this agreement, both parties affirm their commitment to peace, reconciliation, and the biblical resolution of conflicts.

### Solicitation

Solicitation of any kind is prohibited on DRA premises. This includes, but is not limited to, the sale of goods or services, distribution of political or religious materials, and the circulation of petitions. Exceptions to this policy may be granted only with prior authorization from DRA Administration and will be considered on a limited basis, solely when aligned with and supportive of DRA's mission.

### Campus Visitors

A campus visitor is anyone who is not currently enrolled as a student or employed as a staff member. Such visitors must go to the school office, sign in, and receive a visitor's pass. Parents are welcome to visit the school during the school day. Parents should check in at the school office before going directly to the classroom if they have a scheduled appointment with the teacher for a planned activity, volunteer hours, party, meeting, etc. Classroom observation by parents is welcomed but should be arranged and scheduled by both the teacher and Administration at least 24 hours prior to the visit. Parents may not go to the classroom without a pass. Previous students and alumni must sign in and obtain a visitor's pass and must be respectful of the school rules/procedures. Alumni may visit teachers during the teacher's lunch or free periods and/or students during their lunch period.

## DRESS CODE

*"I urge you, therefore, brethren, by the mercies of God, to present your bodies a living and holy sacrifice, acceptable to God, which is your spiritual service of worship. And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect." Romans 12:1-2*

### Elementary Uniform Policy

#### Uniform Guidelines (K–5th Grade)

##### Tops:

Students must wear short or long-sleeved solid-color polo or button-down shirts of appropriate length. If the midriff shows when raising arms or leaning, the shirt is too short. Only the top two buttons may be unbuttoned. Approved blazers, vests, sweaters, cardigans, or DRA spirit wear (full-zip or half-zip) may be worn over uniform shirts.

**NO hoodies are permitted Monday-Thursday.**

##### Bottoms:

Navy, black, or khaki pants, shorts or capris, skorts, or jumpers are allowed for girls. Jumpers must be solid navy or khaki; no plaid. Shorts, skorts, and jumpers must be no more than two inches above the back-of-knee crease. Pants must be properly fitted—not overly tight, loose, or low-riding. Undergarments must not be visible. Sweatpants, athletic pants/shorts, and clothing with holes or rips are not permitted. If a girl wears leggings under uniforms must be solid black, white, gray, or navy—no patterns or designs.

##### Shoes:

Shoes must be clean, neat, and not distracting. Heels must be under 1 inch. Crocs, flip-flops, roller shoes, and slides are only allowed during after-school events.

## Hair:

Hair must be clean and neatly groomed. Extreme or distracting styles are not allowed. Hats and hoods may not be worn indoors.

- Boys: Hair may not extend past the top of the collar, cover the ears, or touch the eyebrows. Maintaining length is the responsibility of the student and parent.

## Hygiene: Highly Recommended

4th and 5th-grade students should apply deodorant at home before school.

## Chapel Day Attire

Students must wear a black, blue, or white polo with khaki, black, or navy bottoms. Girls may wear an approved jumper or skirt/skort.

## Uniform Code Infractions

- Grades K–3: Parents/guardians will be contacted. Students may need to change clothes before returning to class. Repeated violations may result in loss of casual day privileges.
- Grades 4–5: Each infraction results in a demerit and loss of the next casual day. After 3 demerits, students lose casual day privileges for two weeks. Continued noncompliance may result in further disciplinary action.

## Casual Day / After-School Dress Code

On Fridays and scheduled casual days, students may wear casual clothes.

- Jeans or athletic pants/shorts must be properly sized and free of holes/rips.
- Leggings are only allowed under a dress/skirt, no more than two inches above the back-of-knee crease.
- Girls may wear tank tops that must have straps at least 1 inch wide.
- No low-cut tops, midriff exposure, sweatpants, or inappropriate graphics/text.
- Sheer tops require a similar-color tank/undershirt underneath.
- Hats and hoods are not permitted indoors.

## DRA Spirit Wear

DRA Spirit Wear includes approved uniform and outerwear options. Outerwear (sweaters, jackets, vests) may be worn indoors if part of Spirit Wear. Large outdoor coats and rain jackets must be removed indoors.

All students must own one blue Field Trip/PE t-shirt for field trips and special events (available via Dominion Ridge Review in late summer).

## Secondary Dress Code Policy

### DRA Dress Code (Grades 6-12)

**Tops** Solid black, white, or blue polo or button-down shirts with short or long sleeves are required. Shirts must be long enough to cover the midriff when raising arms or bending. Blazers, vests, sweaters, pullovers, or approved DRA Spirit Wear (full- or half-zip) may be worn over uniform shirts.

**Hoodies are not allowed Monday–Thursday.**

### Bottoms

Navy, black or khaki pants, shorts or capris, skorts, or jumpers are allowed for ladies. Jumpers must be solid navy or khaki, no plaid. Shorts, skorts, and jumpers must be no more than two inches above the back-of-knee crease. Pants must be properly fitted—not overly tight, loose, or low-riding. Undergarments must not be visible. Sweatpants, athletic pants/shorts, and clothing with holes or rips are not permitted. If a lady wears leggings under uniforms must be solid black, white, gray, or navy—no patterns or designs.

### Shoes:

Shoes must be clean, neat, and not distracting. Heels must be under 1 inch. Crocs, flip-flops, roller shoes, and slides are only allowed during after-school events.

### Hair

Hair must be clean, neatly groomed. Extreme or distracting styles are not permitted.

**Young Men** - Hair must not extend beyond the top of the collar, cover the ears, or touch the eyebrows. Hats and hoods may not be worn indoors.

**No visible tattoos, body piercings (except earrings for girls), spacers, gauges, makeup, or nail polish (boys). Students are recommended to apply deodorant at home.**

### 11th & 12th Grade Modifications

Tops: In addition to polos, collared button-ups or blouses are allowed. No low-cut or midriff-baring tops.

Bottoms: Slacks, khakis, or dress shorts only. Same length and fit rules apply.

Senior Casual Day: Seniors may wear casual attire on Tuesdays and Fridays, following the Casual Day guidelines.

### Chapel & Designated Event Attire

Students must wear a black, white, or blue polo with khaki, black, or navy pants/shorts, and ladies may also wear a skirt/skort.

### Casual Day Attire

Grades 6–12 may wear casual attire on Fridays and designated days if no demerits were received that week.

Jeans and athletic pants/shorts are allowed if properly sized.

Skirts/shorts must be no more than two inches above the back-of-knee crease.

Leggings only under skirts/dresses of proper length.

Ladies may wear tank tops with straps that must be at least 1" wide. No low-cut, sheer, midriff, or inappropriate graphics.

Hats/hoods not allowed indoors. All clothing must be free of holes or rips.

### P.E. Uniform (Grades 6–10)

Students must wear an approved PE shirt (blue or black) and black shorts. Former PE shirts are acceptable. Failing to

dress out results in a warning, a decreased participation grade, and followed by demerits.

Three failures trigger a parent email and may impact grades further.

### **Dress Code Violations (Grades 6–12)**

1st violation: Demerit and loss of next casual day.

Continued violations (3 or more): Loss of casual day privileges for 2 weeks and possible further disciplinary action.

### **Policy Enforcement**

Dress code applies during the school day and at all school-sponsored performances, unless otherwise stated. Students must be neat, modest. Repeated infractions may lead to disciplinary action. Students and parents, not staff, are responsible for daily compliance.

### **Dress Code Purpose**

The dress code encourages modesty (1 Tim. 2:9) and academic focus through neat appearance. Student attire reflects school values and promotes readiness for professional environments.

### **DRA Spirit Wear**

DRA Spirit Wear offers uniform and dress code options, including classroom-appropriate outerwear. Large jackets must be removed indoors.

## **ACADEMICS (K-12)**

*“Study to show yourself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth.” II Timothy 2:15*

### **Biblical Philosophy of Education**

The philosophy of Christian education at Dominion Ridge Academy is based on a God-centered view that all truth is God’s truth and that the Bible is the inspired and the only infallible, authoritative Word of God containing this truth. Our aim, socially, is to provide a Christian perspective on the total worldview from which will come a balanced personality and a proper understanding and acceptance of a person’s role in life at home, at work, at play, and in worship, all grounded in the Christian concept of love. This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the integrated curriculum available.

The objective of our instructional program is to enable a student to pursue the post-secondary education or career of his or her choosing, whether in college, university, military, or vocational training areas. Our responsibility to the student encompasses the spiritual, mental, intellectual, physical, social, and emotional areas. These are inseparable and run through the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone – the scarlet thread must be woven throughout the total curriculum. The spiritual must permeate all areas—else we become textbook-oriented rather than student-oriented. This philosophy

dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purposes of DRA.

Teachers at DRA are called by God to help raise up the young in the ways of faith. Jesus, the Savior, was also a teacher. He gathered his disciples and others around him and taught with such conviction and truth that the "many who heard him were astonished, saying, 'Where did this man get all this? What is the wisdom is given to him? What mighty works are wrought by his hand!'" (Mark 6:2). His apostles, likewise, were teachers and gave witness "with great power" through their words and deeds and "gave their testimony to the resurrection of the Lord Jesus, and great grace was upon them all" (Acts 4:33).

The ministry of teaching obligates the teacher to assist his or her students in understanding not only mathematics or physics but also how the order and discipline of mathematics or physics reveal the mind and attributes of God. It requires one not only to instruct in geography and history, but also to inculcate the faith by helping the students know that God created the mountains, the sea, the rivers, the deserts, the forests, the plains, and all the creatures that inhabit them and to learn that human discoveries, empires, conflicts, and social movements are measured by the divinely ordained order. The ministry of teaching requires one not only to help students acquire skills in spelling, reading, grammar, and writing but also to understand that human language is a primary means by which students might explore the wonders of poetry and narrative and sacred Scripture itself—all of which indirectly or directly disclose salvation history. Regardless of the subject, true teachers minister to their students by helping them follow Paul's admonition:

Finally, brethren, whatever is true, whatever is honorable, whatever is just, whatever is pure, whatever is lovely, whatever is gracious, if there is any excellence, if there is anything worthy of praise, think about these things. What you have learned and received and heard and seen in me, do: and the God of peace will be with you. (Phil 4:8-9)

Teachers in a Christian school must be ever mindful that they instruct not only through rational explanation of formal subject material but even more powerfully through word, deed, example, and shared experience. Simply put, they teach the faith by modeling the faith and by modeling faithfulness. Therefore, all teachers, even before their first meeting with students, must subscribe to the school's Statement of Faith. Therefore, teachers are required to give a godly example, both at school and away. Teachers must teach truth and avoid falsehood. "Therefore, putting away falsehood, let everyone speak the truth with his neighbor, for we are members one of another. ... Let no evil talk come out of your mouths, but only such as is good for edifying, as fits the occasion, that it may impart grace to those who hear" (Ephesians 4:25, 29).

Teachers minister to the students by providing them with faith experiences. They lead the youth in prayer, praise, and mercy. Paul urged Christians to "Let all bitterness and wrath and anger and clamor and slander to be put away from you, with all malice, and be kind to one another, tenderhearted, forgiving one another, as God in Christ forgave you" (Ephesians 4:31-32). Teachers also model the Christian life by being active in their own community and by serving as an intermediary assisting their students in becoming active in their respective church communities so that those students might be further nurtured in faith with their friends and family around them.

**Objectives established to implement this philosophy are:**

1. To teach that the Bible is the only inspired and the only infallible, authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20-21).
2. To teach the basic doctrines of the Bible (Titus 2:1).
3. To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9-10).
4. To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 16:7; Galatians 5:22-23).

5. To teach the student how to develop the mind of Christ towards Godliness (Philippians 2:5, I Timothy 4:7).
6. To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
7. To teach the student respect for and submission to authority from God's perspective (Romans 13:107; Hebrews 13:17; Ephesians 6:1-3).
8. To help the student develop a Christian worldview by integrating life and all studies, with the Bible (II Peter 1:3).
9. To teach the student to hide God's Word in his or her heart through memorization and meditation (Psalm 119:11, Psalm 1:103).
10. To help the student develop his or her identity in Christ as a unique individual, created in the image of God, and to attain his or her fullest potential (Psalm 139:13-16).
11. To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
12. To teach the student how to become a contributing member of society by realizing his or her need to serve others (Galatians 5:13; Romans 2:10).
13. To teach the student physical fitness, good health habits, and wise use of the body as the Temple of God (I Corinthians 6:19-20).
14. To teach the student Biblical attitudes toward material things and his or her responsibility for using them for God's Glory (I Timothy 6:17-19, Matthew 6:19-20; I Corinthians 10:31).
15. To teach the student to understand and use the fundamental processes such as reading, writing, speaking, listening, and mathematics in communicating and dealing with others (II Corinthians 5:20).
16. To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
17. To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).
18. To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages: home, church, and nation (I Corinthians 10:11; Romans 13:1-7).
19. To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
20. To help parents to understand the school's purpose and program. (Proverbs 12:25)
21. To assist parents in keeping up with the changing culture, its effect on the home, and the implications for their children. (Proverbs 22:b)
22. To encourage parents to realize and shoulder their responsibility for the spiritual, moral, and social education of their children (Deuteronomy 6:4-7).

### **Classically-based Philosophy**

Our academic philosophy at DRA places significant emphasis on the invaluable cornerstones of Western civilization, which we identify as the Judeo-Christian ethos and the educational principles of Greco-Roman antiquity. Though we are not a Classical school per se, our pedagogy is nonetheless firmly grounded in these traditional aspects, offering a classically-inspired learning environment.

We expect every student to fully immerse themselves in our distinct curriculum, striving to realize their potential to the fullest extent. We foster an atmosphere where learners are not just challenged but also supported in identifying their areas of strength and addressing their areas of improvement. Enrichment opportunities are available through music, art, physical education, international language, and educational field trips.

Moreover, our school's ethos is designed to instill two essential values: respect for authority and the importance of personal responsibility. These principles form the backbone of our educational approach, and we believe they enable our students to grow into responsible and well-rounded individuals.

## Beyond Program

The DRA Beyond Program provides additional learning opportunities for students who excel beyond the regular curriculum. The program includes projects, STEM activities, extra reading, and assignments to enhance students' learning. Elementary students may also be given extra projects or research assignments. High school students are encouraged to join the DRA/LRCC/Regent University/Grand Canyon University/LU Dual Enrollment program. Students are assessed for the program, and parents will be notified if their child is accepted. Additional fees may apply.

## The Center For Cognitive Formation

DRA is committed to the education, formation, and inclusion of every child, including those with special needs and/or vulnerabilities, who are included in the life of the school community while receiving additional instruction and support through The Center for Cognitive Formation at DRA. Students with needs for additional resources may participate in NILD Education Therapy, NILD Search and Teach, and/or FIE Cognitive Therapy. In addition, the program also oversees the modifications and accommodations required by students with learning challenges. There is an additional fee for these services. This program has limited space and a wait list may exist. For more information, please call the school office.

## Gradelink

Each parent is required to log into their Gradelink account. This program is utilized by DRA for communicating important information such as lesson plans, grades, homework, behavior concerns, and calendar information. Occasionally, a change in lesson plans due to a teachable moment or schedule interruption may result in changes in homework that do not get placed on Gradelink prior to the end of the day. For this purpose, assignments written in the student planner should be considered definitive if they differ from those noted on Gradelink. Secondary students should also have access to a Gradelink account in their name.

# ELEMENTARY (K-5TH GRADE) SCHOOL ACADEMICS

## Grading Scales

### Kindergarten

Outstanding O

Satisfactory S

Needs Improvement N

### Grades 1-5

90 - 100 A

80 - 89 B

70 - 79 C

65 - 69 D

64 and below F

## History and Science Fairs

Students at DRA have the opportunity to participate in the History Fair and Science Fair, with each event occurring in alternating years. Expectations and assignments for these events are provided by the respective teachers, based on the student's grade level.

## Homework

All students, K5 and up, are expected to have assigned reading homework of a minimum of 15 minutes each evening.

## Extra Credit

Extra credit will be used to support a student who has demonstrated full effort but is struggling to fully understand the content. It is not a replacement for academic expectations intentionally not met, such as missed homework, class assignments, etc.

## Honor Roll

Elementary recognizes two Honor Rolls:

1. All "A" Honor Roll
2. "A/B" Honor Roll

At the end of the year, students who have received A's in all of their courses each quarter, with no modifications, will receive a recognition certificate for the "A" Honor Roll. Likewise, students with A's and B's in all courses for each quarter, with no modifications, will receive a certificate of recognition.

## Make-Up Homework/Classwork for Absences

Make-up work is the responsibility of the student (6th-12th grades), not the teacher. In the elementary grades, it is the responsibility of the parent to reach out to the teacher for any make-up work.

In the Middle School and High School, procedures for making up work are in place in each classroom and it is the responsibility of the student to ensure he/she obtains the missed assignments from the day(s) of absence. We request that parents please submit the planned absence form and it is the parents responsibility to ensure their child(ren) have completed the work. The following guidelines apply for missed work:

- A zero will be placed as the assignment/assessment grade until the item has been submitted (within designated dates) for grading. If the work is not submitted within the designated time dates, the zero will stand as the grade.
- Students are given one day per day of excused absence to make up for missed work given on the day of absence.
- Assignments with extended due dates issued prior to the day(s) of absence are due on the day of the student's return.

## Make-Up Tests/Quizzes for Absences

If the student is unexpectedly absent the day of the test/quiz, he/she must take the test/quiz on the day of return. A zero will be placed in the grade for the test/quiz until the student has made up the test/exam. It is the student's responsibility to make arrangements with the teacher as to when the test will be made up during his/her return day. If the student fails to make up the test/quiz within the parameters set by the teacher, the zero will stand as the grade for the test/quiz. If the student was ill and unable to study for the test, the parent must notify the teacher and the teacher will work out a time with the student to take the quiz/test. If a student develops a pattern of absences prior to tests, this will be shared with the principal and a conference with parents will be held to discuss the absences.

## Promotion Guidelines

Students must pass all core academic subjects before being promoted to the next grade level. Core subjects include English, Bible, Math, Science, Reading, Writing, and History/Social Studies. Courses failed may be retaken during summer school if it is available. If a student makes two or more F's or three or more D's in major subjects for the yearly average, a required conference with the parent(s) and principal will be held to discuss the student's future academic plan.

### **Report Cards**

Report cards are sent home four (4) times a year, one per nine-week quarter. Final report cards will be emailed at the end of the year. Progress Reports (Interims) are released electronically at the halfway point through each grading period. The Report Card envelopes are due back the next morning, bearing the parent's signature. (It will be necessary to pay a \$5.00 replacement fee for a replacement report card envelope.) Please note that all parents have 24/7 access to their student's current grades via the live report card on Gradelink.

Students leaving the school during the school year for any reason must have all tuition, fees, and fines paid through the month they withdraw prior to report cards being distributed or having permanent records transferred to another institution.

### **Standardized Testing**

Testing is administered each spring to all full and part-time students. The cost for the testing, up to \$35, is applied to the student's account. Test results are sent home with students approximately 6 weeks from the final testing date. Communication regarding testing options, fees, and preparation is emailed to parents prior to the testing dates. The results of these tests are used to assess students' strengths and needs, as well as to evaluate curriculum.

### **Summer Reading**

Students in grades 1st through 5th are encouraged to continue reading over the summer. Independent reading not only provides enjoyment for students and broadens their experiences, but more importantly improves their comprehension ability. A reading list is provided for summer reading, including one required text. Assignments related to the required text may be made by the teacher upon returning to school.

## **SECONDARY (6TH - 12TH GRADES) SCHOOL ACADEMICS**

### **Promotion Guidelines**

Students must pass all core academic subjects before being promoted to the next grade level. Core subjects include English, Bible, Math, Science, Reading, Writing, and History. Failed core courses may be retaken during the summer if the course is offered. In grades 6-8, if a student makes two or more F's or three or more D's in major subjects for the yearly average, a required conference with the parent(s) and Administrator, and a conference will be held to discuss the student's future academic plan. In grades 9-12, students must have successfully acquired the number of course credits necessary in order to move up to the next grade level or to graduate.

### **Grading Scale**

Percentage Grade	Letter Grade	Grade Point Average	Dual Enrollment Grade Point Average
90-100	A	4.0	5.0
80-89	B	3.0	4.0
70-79	C	2.0	
65-69	D	1.0	
0-64	F	0	

### Honor Roll Distinctions

Students who have received grade point averages for the overall year as noted below, with no modifications, will be recognized with certificates of award.

Honor Distinctions for 6th-12th Grade Students	Grade Point Average
Honors	3.5 - 3.85
High Honors	3.86 and above

### Grade Point Average And Rank In Class

Grade Point Average (GPA) is calculated by converting a student's course grades into a standardized point value system. Dual Enrollment courses are weighted on a 5.0 scale to reflect their advanced rigor. To receive high school credit for a Dual Enrollment course, the student must achieve a minimum grade of 80%. Colleges and many prospective employers commonly request a student's GPA and class rank as part of their evaluation process.

### Transcripts

Numerical grades are recorded on the student's transcript upon completion of each class and kept in the cumulative folder of each student. Students and parents need to realize that these transcripts are sent to colleges or prospective employers. Absenteeism and tardiness information is kept on file and is often requested by colleges and employers as well.

To request transcripts for college, scholarships, and other purposes, please give the office as much notice as possible. One week's notice is requested to allow for proper preparation of the official transcript.

### Valedictorian And Salutatorian

Senior Valedictorian and Salutatorian criteria will be based on GPA and Christian character. Students need to be enrolled at DRA full-time, yearlong for 11th and 12th grades to be considered.

### Academic Advising

Students in grades 9 through 12 will have the opportunity to work with an DRA advisor to investigate career interests, explore dual enrollment/work force opportunities, and plan coursework choices that support their future endeavors.

### Homework

All students should expect to have a minimum of 30 minutes of homework each weekday evening, with occasional projects requiring more time to complete.

## Extra Credit

Extra credit will be offered to support students who have shown consistent effort but are having difficulty fully grasping the content. It is not intended as a substitute for academic responsibilities that were intentionally not met, such as missed homework or class assignments. However, in certain situations, students who have missed assignments may be allowed to make them up.

## History And Science Fairs

Students enrolled in Science and History courses at DRA are required to participate in the annual History Fair and Science Fair, which will take place in alternating years. Each course's specific expectations and assignments will be provided by the respective teacher.

## Independent Study

Students may participate in an independent study during the school day when the need arises due to schedule conflicts or course availability. Participation will be determined at the principal's discretion. Students must adhere to all expectations provided in order to maintain in the program.

## Dual-Enrollment

The dual-enrollment program is designed to offer students of all academic levels the opportunity to broaden their learning in areas of specialization. Students interested in dual-enrollment should request a meeting with the principal at DRA to discuss testing and placement. DRA holds contractual agreements to adhere to guidelines agreed to for participation. In addition, DRA holds the following as its parameters for participation:

Courses offered on the DRA campus as a part of the program have the following requirements:

1. Student must be in good academic and behavioral standing with DRA.
2. Student must be officially enrolled at DRA as a 10th, 11th, or 12th grade student.
3. Student must take the appropriate college/university placement test with scores that support participation in select courses offered on the DRA campus.
4. Must maintain a passing grade of "B" or better in all Dual-Enrollment courses and must maintain a "B" or better in all courses at DRA taken in conjunction with dual-enrollment.
5. Dual Enrollment classes cannot substitute core courses at DRA unless those courses are unavailable that school year.

## Achievement Testing

In addition to bi-annual standardized testing, DRA encourages several optional achievement tests to begin preparing students for post-secondary education.

Freshmen and Sophomores are encouraged to take the Preliminary Scholastic Achievement Test (PSAT), which will be hosted at DRA or a local county school. Registration information will be sent home with each eligible student.

Juniors and Seniors planning to attend a 2- or 4-year university are strongly encouraged to take both the Scholastic Achievement Test (SAT) and the American College Testing (ACT). Specific requirements vary by university, please check with your prospective university for their requirements. . DRA will encourage and remind students to register and take these tests, however the tests are hosted off-site and registration must be completed by the students and parents online.

The military offers the Armed Services Vocational Aptitude Battery (ASVAB) to sophomores, juniors and

seniors. The ASVAB is highly recommended and offers valuable insight to test-takers regardless of military interest. DRA will host the ASVAB and will schedule and register interested students on site.

### **Drop/Add/Repeated Classes**

Should it become necessary for a student to add/drop a class, approval by the principal is required, and the adding/dropping must be completed within the first 30 days of the class.

When students repeat courses previously passed or failed to improve grades, only the highest grade earned is used in calculating the grade point average and only the credit received for the highest grade will be awarded.

All grades will remain on the transcript. If a student drops a year-long course prior to the two-week deadline, the course will not be shown on the permanent report card. If the student drops the course after the end of the first 30 days, it will show as withdraw-pass or withdraw-fail. Full time students who drop a class will be assigned another class in its place.

### **Academic Probation**

The purpose of academic probation is to prevent the possible failure of a student. Student grades will be reviewed quarterly. This brings the administration and the parent together in order to create a viable, tangible solution for the struggling student. This program will be initiated at the discretion of the administration. Elements of consideration in making this decision are:

- If the student is making 2 F's, 1 F and 2 D's, or 3 D's in core subjects.
- The principal will notify the parents of the academic probation.
- A conference will be held with the parent, student, teacher(s) and principal in regard to academic probation.
- The student, parent(s), principal, and teacher(s) sign the Academic Probation Contract. Copies are distributed to all respective parties.

If the student is still failing after two (2) consecutive quarters, the parents will be asked to meet for further exploration of the student's academic needs and performance. While on academic probation, the student may not participate in athletic, performing/fine arts, or other extracurricular school activities.

### **Summer School**

DRA will offer summer school if there is sufficient need and staffing. Video, Internet, home school, and private tutoring are not acceptable forms of summer school coursework for students enrolled at DRA. A student (in grades 6-12) is permitted to attend summer school to take courses that were failed and/or to take courses for other scheduling purposes.

### **Summer Reading**

DRA has a required summer reading program for grades 6-12. This common experience for students of each middle and high school literature class will serve three objectives. This required reading will (1) encourage the habit of reading because it is essential to success in school and in life, (2) provide the opportunity for students to study pertinent authors and literature, and (3) enhance academics with a worthwhile, in-class, academic study at the beginning of the year. Each English/Literature class will discuss one of the assigned books at the beginning of the school year. These books will be provided on a list and will be available through the public library or students may purchase them on their own.

### **Letters Of Reference**

Teachers and administration welcome the opportunity to provide students with letters of recommendation for scholarships, college admission, and other purposes. However, to be sure that these letters are thoughtfully and properly prepared, it is requested that the teacher or administrator be given a minimum of a week's notice for preparation. We realize that there are moments when this leeway may not be available; however, we ask that students do their best to provide as much time as possible for such requests.

### Make-up Homework/Classwork for Absences

● Make-up work is the responsibility of the student, not the teacher. In the Middle School and High School, procedures for making up work are in place in each classroom and it is the responsibility of the student to ensure he/she obtains the missed assignments from the day(s) of absence.

*The following guidelines apply for missed work:*

- A zero will be placed as the assignment/assessment grade until the item has been submitted (within designated dates) for grading. If the work is not submitted within designated time dates, the zero will stand as the grade.
- Students are given one day per day of excused absence to make up missed work given on day of absence.
- Assignments with extended due dates issued prior to day(s) of absence are due on the day of the student's return.

### Make-Up Tests/Quizzes for Absences

If the student is unexpectedly absent the day of the test/quiz, he/she must take the test/quiz on the day of return. A zero will be placed in the grade for the test/quiz until the student has made up the test/exam. It is the student's responsibility to make arrangements with the teacher as to when the test will be made up during his/her return day. If the student fails to make up the test/quiz within the parameters set by the teacher, the zero will stand as the grade for the test/quiz. If the student was ill and unable to study for the test, the parent must write a note and the teacher will work out a time with the student to take the quiz/test. If a student develops a pattern of absences prior to tests, this will be shared with the principal and a conference with parents will be held to discuss the absences.

### Senior Trips

Going on a senior trip is a privilege, not a right. If a student is failing a required course by the end of the third quarter, or has not completed the Community and Career requirements, he/she may not be allowed to go on the Senior trips. There is one missions trip location approved by the the administration to be attended by all seniors. No alternate trip will be allowed for those who are not able to attend. If a student is unable to attend the planned trip they will be responsible for making up the volunteer hours outside of school to meet the requirements for graduation.

### Missions

DRA believes strongly in the power of serving others to provide formation and build character. We have implemented required mission trips and/or community service opportunities for all 9th through 12th graders. The trips will be announced in advance and parents will be informed of the transportation and work details. Each trip will be well chaperoned and monitored by DRA teachers or administration. 12th graders will have an exclusive mission trip during their senior year. Each graduating student will be required to have 100 hours of service completed before graduation.

### Work Permits

The decision to work at a part-time job outside of school hours is the decision of the family. A student's employment must not be scheduled during his/her instructional time and will not be a reason for excusable absence.

### Printing Of Assignments

Parents are reminded to keep a supply of printer paper and ink on hand at home for their student to be able to print assignments at home prior to the day they are due in class. We understand that at times printers malfunction or ink runs dry. We request that every effort be made to print assignments prior to arriving at school. *In the case of rare emergencies, your assignments may be printed by the instructor at the cost of 10 cents (10¢) per page.* Cash must be paid and no charges for this service will be made to the student account.

In addition, no IOUs are accepted. Students are NOT to request the school office to print an assignment or paper. Repeated requests or abuse of this service will result in a note home and the suspension of printing privileges.

## STUDENT ACTIVITIES

*“And whatsoever you do in word or deed, do all in the name of the Lord Jesus, giving thanks to God and the Father by Him.” Colossians 3:17*

### Activities

A variety of extracurricular activities are available for students. These activities are designed to help students develop well-rounded, Christian character and leadership skills. School policies apply during any activity, whether on or off campus. Dress code as set by DRA must be followed. Students are expected to follow school policies whether they are spectators or participants.

Some activities for students include:

1. Athletics: We have a full range of sports for boys and girls.
2. Performing/Fine Arts: We have many opportunities for boys and girls.
3. Clubs: Clubs are held before, during, and after school (Interact Club, Chorus, etc.)

### Athletic And Fine/Performing Arts Eligibility

Athletics, Fine Arts, and dramatic productions are a privilege at DRA. Participants represent the school to the community and must display good sportsmanship and Christian character. In addition, students must have the ability to put forth their time and energy in the programs to both be the best version of themselves as well as fully support their role/position in the programs. Individual guidelines exist for participation in both sports and performing arts. These guidelines are provided to interested students at the time of their tryouts/auditions.

### Performing Arts Academic Policy

To participate in the performing arts extracurricular program (including annual productions), students must maintain a “C” average in all courses prior to audition. If a grade goes below a “C” average in any course once rehearsals begin, the student’s ability to continue will be re-evaluated to determine if a plan for successful grade improvement is feasible. If not, the student will be required to step out of the assigned role. Grades and academic performance/participation are monitored closely throughout the production season to ensure students are successful both academically and in their extracurricular endeavors.

### Athletic Academic Policy

The following academic policies govern the participation of students in athletic school events. However, they are also applied in principle to all extracurricular school events.

1. Eligibility - Full Status: Any student with an average of 70% (2.0 GPA) or above and with no course having an average below 70% is eligible to participate in the sport of choice. Periodic checks may be done throughout the marking period by a school administrator should individual student performance warrant it. Official checks are made half-way through each marking period and also through the report cards issued at the end of each quarter.
2. Ineligibility - Partial Status: Any student with an average 69% or lower in one course, may participate on a limited basis according to the following policy:
  - A. The student may participate in practice only. The student may not play in any home or away games for two weeks. There are no exceptions. This will be the policy until the student brings the course grade to 70% or above.
  - B. The student may not attend home or away games even as a spectator *until the grade is returned to 70% or higher average on each class.*

C. If it is 70% or above (and with no course failure), the student is reinstated. However, a second two-week check will be made to insure continued achievement at 70% or above. All athletes declared ineligible on the basis of the report card average must participate in both the two-week and the four-week checks.

3. Ineligibility - Full Status: Any student with an overall 69% average will be placed on full ineligibility status and may not attend practice or games (home or away) until the overall average has reached the requirements for partial status. The student will be monitored weekly from that time forward. If the student returns to full ineligibility during the season, the students will be permanently suspended from all sports teams for that season. Each subsequent season will be evaluated before allowing the student to participate.

4. Probation: Athletes with an average below 70% at the end of a marking period are declared ineligible for the entire next marking period. Probation begins the Wednesday report cards are distributed and ends on the day report cards are next distributed. Two quarters of probation in one school year disqualify a student from returning to DRA.

### **Awards**

It is the belief that outstanding performance by students should be recognized. Awards for excellence in academics and athletics are issued at individual events planned during the school year. In addition, individual awards for character and Christ-like behavior may also be awarded. Though every student is a gift and precious in the unique and wonderful way in which God created him or her, not all students receive recognition at award events.

### **Chapel**

DRA provides weekly chapel services for all students. Separate chapel services are held for students in grades K-5 and 6-12. Through the chapel services, students praise and worship the Lord Jesus Christ. Students and faculty minister to one another through prayer, music, and a Biblical message. Speakers during chapel services include faculty, staff, and outside guests such as pastors, youth pastors, parents, community members, and alumni. Parents are welcome to attend chapel services. Part-time students are required to attend all chapel services unless explicitly excused by the principal.

### **Field Trips**

Throughout the school year, field trips are taken to places of educational interest. Parents sign a blanket permission form at application for local field trips. Additional permission forms may be required by the respective teachers or group leaders for the purpose of informing the parents of details, costs, and times. Students are expected to behave in the same manner as they would in the classroom. Students are to remain with the group at all times. Field trips are supervised by teachers with assistance from chaperones. There may be a charge for field trips to cover expenses. School dress code/uniform is followed by students and parents unless otherwise notified. If deemed more appropriate, teachers, with approval from the principal, can change the dress code/uniform for the field trip.

Parents are often requested to volunteer to chaperone field trips. In some instances, we must limit the number of chaperones and will offer the spots on a first come, first served basis. Chaperones are asked to assist the teachers during the outings and follow field trip guidelines and instructions as provided by the teacher or administrator. Chaperones are not to bring the siblings of enrolled students or other children not enrolled at DRA. Due to space availability, chaperones may be asked to drive their own vehicle and may transport only their child(ren).

### **Fine/Performing Arts**

Students have a variety of opportunities to participate in the Fine/Performing Arts programs including choral groups, music lessons, drama productions, art, and more. Grade requirements must be met in order to participate in these activities (see Performing Arts Academic policy).

### Morning Pledges

Each morning, homeroom will begin with the Pledge of Allegiance, Bible Pledge, Christian Pledge, and National Anthem.

### Off-Campus Parties And Events

DRA is not responsible for any party or event not officially sponsored by the school.

### Special Events And Trips

A variety of special events are arranged for students each year. Some examples are Homecoming, Spirit Week, team building experiences, and more.

### Sports

Students are eligible to participate in sports at DRA upon entering 5<sup>th</sup> grade. A current physical is required for students enrolled in a sport. Grades must remain satisfactory in order to be eligible to play sports at DRA. Sports offered (based on interest and participation) include Cross Country, Soccer, Volleyball (girls), Archery, Basketball, Tennis, and Flag Football. Contact the Athletic Director for more information and refer to the Athletic Handbook for details. The official source for finding out game schedules, departure and return times, as well as information on weather-related and other changes to the athletic schedule is the Gradelink calendar.

## TECHNOLOGY

### Phone Policy

Students may use the office telephone with permission of the office staff. Teachers must not issue a phone pass unless it is an emergency. Calls to students during school hours are limited to emergency messages. Parents may leave a message with the school office for teachers to return their calls at their earliest opportunity, which may not be until after normal school hours.

### Student Cell Phones

DRA seeks to provide an environment free of distractions for student safety, liability, and protection of personal property. Students may bring cell phones, but they must be turned off and deposited in the proper box as you enter the building. This includes Switches, iPads, and any other similar communication device.

Phones may be retrieved upon dismissal. Students will not be allowed to use their phones between 8 a.m. and 3:15 p.m. Students are responsible for picking up their phones by the front office upon dismissal. A student who maintains possession of their phone may lose the privilege of being allowed to bring it to school, as well as other disciplinary measures to be determined by the principal.

*For safety reasons, cell phones may not be used during the pickup process so that students have their full attention on traffic and safety rules. Students may not use phones in the bathrooms. Both of these violations of the Cell Phone Policy may result in demerits and losing the privilege of having a cell phone at school. Students involved in extracurricular activities may use their phone with their coaches permission.*

Seniors have the privilege of keeping possession of their cell phones throughout the school day. However, it is to be used only for school purposes and not for social media, texting, food orders (during class time), etc. Violation of this policy will result in the loss of this privilege for a period to be determined by the administration. To prevent a distraction for others, phones should not be utilized during the day unless directed by faculty or staff.

## Generative AI Usage

The use of Artificial Intelligence (hereafter AI) in education has become more prominent with the introduction of chatbots such as CHATgpt, Bard, and others. The purpose of this policy is to guide the responsible use of Generative AI tools for students at Dominion Ridge Academy. While these tools offer significant educational benefits, they also present challenges that need to be managed to maintain academic integrity and encourage authentic thought generation.

- **Permission Required:** Express written permission from the teacher is needed for AI usage on assignments.
- **Prohibited Use:** AI tools *cannot* be used for homework, tests, essays, or other assessments without permission; doing so is considered *plagiarism*.
- **Allowed Use:** AI tools may be used for research or creative thinking when guided by a teacher, with explicit permission, and alignment with Christian values.
- **Documentation:** If allowed, AI tools and output must be properly cited in assignments.
- **Monitoring:** Random audits, technology measures, and AI detection devices may be used; failure to comply may result in disciplinary action.
- **Review and Updates:** Policy will be regularly reviewed and updated for alignment with educational trends and technology.
- **Commitment to Integrity:** DRA emphasizes critical thinking, creativity, and integrity, and seeks to balance AI usage with core values and goals.
- **Feedback and Questions:** Direct all input, questions, or concerns to the administration.

## Chromebooks

Chromebooks are available for student use at school with parent permission. Chromebook's are stored in classrooms and will be available upon the classroom teacher's discretion as needed for academic purposes. 8th-12th grade students may request approval from the Principle to bring their own device to school.

### Chromebook Lending Program Policies And Expectations

DRA offers Chromebooks for use in the classroom for school-related assignments, projects, and research. Elementary students will have access to Chromebooks in the classroom when needed and with Teacher oversight of distribution and collection. Middle and High School students will have access to Chromebooks in the classroom when needed and may be approved to check out a Chromebook for use at home as well as in school. Any student who is taking dual enrollment class will need to purchase their own laptop, the SIS platforms will not work on Chromebook.

The Chromebook Lending Program allows for students to be assigned a numbered device to use at school and home when assignments and projects require device use.

A parent or guardian must complete the online permission slip and the DRA Handbook Agreement Form acknowledging internet and technology policies prior to Chromebook use. Using a DRA Chromebook is a privilege, and students who do not abide by the Chromebook Expectations will lose Chromebook privileges. School-issued Chromebooks are provided for educational purposes and students are to adhere to the expectations outlined within this document, the DRA Handbook, and teacher instructions at all times. As our experience with the use of Chromebooks increases, the policies and expectations will be revised to address any new concerns. Thank you in advance for your efforts to care for these valuable resources for the benefit

of our school community.

## Receiving Your Chromebook

### Assignment Records

DRA will maintain a log of all Chromebooks that includes the Chromebook serial number, assigned label number, and name of the student assigned to the device.

### Distribution Of Chromebooks (Approved Middle & High School Students)

Chromebooks will be issued to students as needed for assignments if a Parent/Guardian has completed this form and signed the DRA Handbook Agreement Form.

## Returning Your Chromebook

### End Of Year

At the end of the school year, all Chromebooks must be returned and accounted for. Failure to turn in a Chromebook will result in the student being charged the full replacement cost (between \$180 - \$385 depending on the model). There will also be a charge for the power supply if not turned in. DRA may also file a report of stolen property with the local law enforcement agency for equipment not returned.

### Transferring/Withdrawing Students

Students that transfer out of or withdraw from DRA must turn in their Chromebook and power supply prior to their last day of attendance. Failure to turn in the Chromebook will result in the student's account being charged the full replacement cost (between \$180 - \$350 depending on the model). There will also be a charge for the power supply if not turned in (\$25). DRA may also file a report of stolen property with the local law enforcement agency for equipment not returned.

## Chromebook Expectations For Students

- Chromebooks that have been signed out for use at home are expected to return to school every day. Due to limited supply, students should not assume they will be issued a loaner if their assigned device is left home.
- Students are expected to start each school day with a fully charged Chromebook. This is accomplished by either fully charging at home overnight or by storing the Chromebook in the assigned Chromebook charging cabinet and plugging in the charger cord.
- DRA Chromebook labels may not be modified or tampered with in any way.
- Students may only use a school-issued Google G-Suite for Education account on their Chromebooks.
- Never share account passwords with others (except teachers and administrators when necessary).
- Do NOT download or attempt to save any files on the Chromebook hard drive.
- DRA Chromebooks are to be used for school purposes only. Attempts to access content unrelated to educational and classroom materials will result in disciplinary action.
- Ask permission before taking photographs, video, or audio recordings.
- Digital communication should be respectful, polite, and considerate of others.
- Respect copyright laws by copying media including text, music and videos only with permission and by crediting and citing the source where the information was found. Illegally copied or downloaded software, files, pictures, music or games may not be used on DRA computers. (It is a good general practice to link to others' work rather than reproduce it)
- Inappropriate media may not be used as Chromebook backgrounds or themes. The presence of such media will result in disciplinary action.
- Sound must be muted at all times unless permission is obtained from a teacher.
- High school students must have their own personal set of headphones available every day.

## Caring For Your Chromebook

### Opening The Chromebook

Open the Chromebook only when it is resting on a flat surface such as a table or desk. The hinge of the screen will only allow the screen to be open to a slight angle. Do not attempt to open the screen beyond this stopping point as the screen will break if forced.

### Closing The Chromebook

Before closing the Chromebook, make sure there is nothing on the keyboard to prevent the full closure of the device. Obstacles on the keyboard, such as a pencil, could cause broken screens or damaged hinges.

Close the screen only when the Chromebook is resting on a flat surface such as a table or desk

### Screen Care

The Chromebook screen can be damaged if subjected to heavy objects, rough treatment, some cleaning solvents, and other liquids.

Only clean the screen with a soft, dry microfiber cloth or anti-static cloth.

### Proper Use

- Always log off of your Chromebook when not using it.
- Do not eat or drink around your Chromebook.
- Do not drop or slam Chromebook.
- Do not place anything heavy on top of Chromebook. The screens are particularly sensitive to damage from excessive pressure.
- Carry your Chromebook with two hands.
- Never carry your Chromebook while the screen is open. (doing so often causes the screen to crack)
- Chromebooks should never be loaned to another student or individual during the school day or otherwise.
- Be careful when using removable storage devices as the ports are damaged easily.

### General Care

- Treat your assigned Chromebook gently, inside & out.
- Keep your Chromebook clean and free from stickers or marks.
- Chromebooks that are carried home should be done so carefully. It is preferable to have a separate carrying case or padded compartment within your backpack specifically designed for laptops.
- Chromebooks should be charged overnight as needed, either in a safe location at home or in the assigned Chromebook cabinet at school, to allow for a fully charged start to each school day.
- Tell your teacher immediately if you notice damage, marks, or malfunctions.

## Lost/Damaged Chromebooks

Lost, damaged, or vandalized Chromebooks will result in fees to repair or replace it up to \$350. Approximate replacement costs are as follows:

- Total Replacement, up to \$385
- Screen, \$125
- Keyboard/touchpad, \$100
- Power Cord, \$25

### Examples Of Abuse & Misuse

- Intentionally causing damage to your assigned Chromebook

- Causing damage to another student’s Chromebook
- Going to inappropriate websites
- Running while carrying
- Carrying by the screen or while opened
- Laying heavy objects on top of your Chromebook
- Removing DRA label
- Writing or marking on Chromebook
- Removing keys from the Chromebook keypad
- Dropping Chromebook on desk or floor
- Using someone else’s Chromebook without the teacher’s permission
- Not following the teacher’s directions when using
- Leaving in desk or locker (not returning to classroom storage area)

## Operating System And Internet Security

### Chrome Operating System

- The Chromebook operating system, ChromeOS, updates itself automatically. Students do not need to manually update their Chromebooks.
- ChromeOS supported and managed by DRA. Students may not attempt to use or install any operating system on their Chromebook.
- Chromebooks use the principle of “defense in depth” to provide multiple layers of protection against viruses and malware, including data encryption and verified boot. There is no need for additional virus protection.

### G-Suite For Education

Chromebooks Seamlessly Integrate with the Google Workspace for Education suite of productivity and collaboration tools. All work is stored in the cloud.

### Internet Content Filtering

- DRA Utilizes OpenDNS On the school’s network for real-time content filtering. If an educationally valuable site is blocked, students should contact their teachers who can request that the site be unblocked. Our content filtering applies only to the DRA network, and we advise parents to be aware of any content filtering, or lack thereof, on their personal networks and any network accessed by students on a DRA Chromebook.
- Web filters are not fail-safe, therefore we restrict the use of the DRA internet to school-related assignments, projects and research directed by classroom Teachers. School technology is used for educational purposes and only appropriate words and images may be used and viewed. If inappropriate material is viewed or received, it is the responsibility of the recipient to report or delete it.
- If you see someone misusing or abusing their Chromebook or the DRA network, report him/her to a DRA Teacher.

## Internet and Public Domains

Students may face disciplinary action—including warnings, demerits, suspension, or dismissal—for creating or participating in online content that disrespects others, the school, institutions, or Biblical values. This includes posts on platforms such as Facebook, Instagram, Snapchat, Twitter, or any online forum. Content considered threatening, offensive, sexually explicit, bullying, or degrading—whether directed at students, staff, or the school—may result in consequences such as parental notification, conferences with administration, suspension, or legal referral if necessary.

Sexting or sharing explicit content via digital devices is subject to both school discipline and state law. Students must immediately report such activity to a teacher, principal, or tech support.

## Internet & Device Use

Use of the Internet and digital devices at DRA is a privilege, not a right. All students agree to follow the Electronic Device Acceptable Use Policy, which may be updated at the school's discretion. DRA monitors all device usage—personal and school-owned—and may review content at any time. Students are responsible for the security of their accounts and passwords. Sharing login credentials (except with parents/guardians) is prohibited and may lead to restricted access or other disciplinary action. Any security issues must be reported to the Head of Security or principal immediately.

## Accessing Inappropriate Content

DRA uses real-time content filtering (OpenDNS) on all connected devices. Despite this, students may still encounter inappropriate content online. Students must not intentionally access such material and are expected to report inappropriate sites or content to staff within 24 hours. Only authorized staff may unblock filtered content if deemed appropriate.

## Violations & Consequences

Students who violate this policy or applicable laws may face detention, suspension, withdrawal, loss of device privileges, and/or legal consequences. Severe or intentional misuse will result in stronger penalties, including possible suspension or dismissal. Restrictions may carry into the following school year.

## Student Electronic Device Use Policy

Teachers will provide 4th-5th grade students with access to school-owned electronic devices as they incorporate the use thereof in their lesson plans. Secondary students will have opportunities for electronic device use as well, and time for use within the classroom will be directed by their teachers. Secondary students may use their own tablets or computer with signed permission from the parent and principal. DRA is not responsible for the damage, theft, or loss of personal computers or other electronic devices brought to school by the student.

Approved usage of all electronic devices includes classwork, online classes, and research in academic classes. All parents and students in grades 4-12 are required to sign and submit a Student Electronic Device Acceptable Use Policy form to the school. Any student who has not signed the Student Electronic Device Acceptable Use Policy is not authorized to use electronic devices (personal or school-owned) at DRA. Any student who violates the Policy or uses an electronic device in any unauthorized manner will be referred to the principal for disciplinary action, which may include the suspension of the privilege to use these devices for a time to be determined. This may also include demerits and/or school detention or suspension. Use of electronic devices by all students is not permitted during the school day unless requested and assigned by a teacher. Electronic devices (both personal and school-owned) are used during the school day for academic use only. Students must always return school-owned devices to their teacher and/or respective charging stations. Misuse will result in restriction of this privilege. Some examples of misuse of these devices are playing games, instant messages, social media participation, inappropriate use of the camera, and not following the instructions of the teacher. Students are responsible for the content and use of their devices and school issued devices at all times. Students will be subject to disciplinary action if content is deemed inappropriate. Because this is a privilege, any device infraction can result in restricted use or further disciplinary action.

Any electronic device brought to school by a student is at the risk of device owner. DRA is not responsible for any lost, stolen, or damaged devices. Students must notify their homeroom or classroom teacher of the

device in their possession and should not access the device without the permission of a teacher or administrator. Failing to do may result in the student forfeiting the device to administration, to be retrieved by the parent of the student at the end of the day or other disciplinary action. Secondary students choosing to bring their own Chromebooks or laptops must get written permission from their parents and the Principal.

Smartwatches and all electronic wrist devices must be set to silent and used for clock application only.

During Before and After School Care, the use of student-owned electronics may be used as directed by the Before and After School Care Teacher. School-owned electronic devices may not be used during Before or After School Care unless directed by Administration.

### Videos and Movies

DRA policy for videos and movies in the classroom or extracurricular activities is as follows:

1. Grades K- 8 may show G-rated or PG-rated movies, but it must be free of profanity. Any movie not G-rated will receive the permission from the parent before a student views it.
2. Grades 9-12 will show only G-rated or PG-rated movies.
3. Exceptions to these guidelines with administrative approval may be made with signed parent permission if the film is deemed instructional and/or appropriate.

### Gradelink

DRA utilizes Gradelink as our daily method of communicating important information such as grades, homework, behavior concerns, and calendar information. *We require each parent to set up an account with Gradelink via the automatic login email sent after registration.* If you are not able to accept communication through email or access Gradelink, please notify the main school office and your student's teacher. To opt out of text alerts, contact the school office. Students may also be assigned a username and password for access to Gradelink.

## DISCIPLINE POLICY

*"Do not be misled. Bad company corrupts good character." 1 Cor. 15:33*

*"[...] Discipline yourself for the purpose of Godliness [...]" 1 Tim 4:7*

*"No discipline seems pleasant at the time, but painful. Later on, however, it produces a harvest of righteousness and peace for those who have been trained by it." Heb. 12:11*

### DRA Student Code of Conduct

I will strive for becoming the best version of myself in all that I say and do;  
to obey the Bible in speech and conduct;  
to respect and cooperate with those in authority at the school;  
to abstain from alcohol, drugs, and tobacco;  
to abstain from sexual immorality, witchcraft, discord and dissension;  
to dress in accordance with the DRA dress code.;  
to submit to the discipline policy of the school;  
I will avoid behavior, on or off campus, that dishonors Christ, the school, the church, my family, or myself. I will be accountable for my behavior, on or off campus, at all times.

### Conduct

Effective classroom discipline is a key ingredient for a good learning environment. Discipline at DRA is necessary not only to achieve this goal but also to help our students learn self-discipline and good character

traits. The teacher is responsible for maintaining appropriate classroom behavior. To maintain a good learning environment, DRA expects students to conduct themselves appropriately. Students are expected to abide by the Biblical principle, "Do unto others as you would have them do unto you." Certain behavior is not acceptable and will not be tolerated.

The following is not a complete list but is representative of unacceptable behavior:

- Talking without permission
- Failure to complete assigned work
- Fighting, lying, or stealing
- Disrespect of authority or peers
- Cursing
- Forging another's name
- Cheating
- Plagiarism
- Deliberately damaging school or another's property
- Inappropriate or distracting public display of affection

### Disciplinary Goals

1. Respect authority: "Consequently, he who rebels against authority is rebelling against what God has instituted and those who do will bring judgement on themselves." Paul says, "Obey your rulers and recognize their authority. Try to make their work a pleasure and not a burden. By doing so you will help not only them, but yourselves." (Hebrews 13:17)
2. Use time wisely: "Teach us to number our days aright, that we may gain a heart of wisdom." (Ps. 90:12)
3. Be considerate of others: "Do not let any unwholesome talk come out of your mouths, but only what is helpful for building others up according to their needs, that it may benefit those who listen. Be kind and compassionate to one another, forgiving each other, just as in Christ God forgave you." (Eph. 4:29, 32)

### Methods of Discipline

#### Methods of Discipline: Grades Preschool-3rd

Our emphasis at DRA is on positive character building and preventive discipline with an age appropriate, structured, caring environment. We desire to emphasize respect, tenderheartedness, forgiveness, courtesy, self-control and other qualities that are rooted in Scripture. We also strive to develop good study habits and motivation within students. The following guidelines help these things to be accomplished. When misconduct occurs, corrective measures will be used to help the student change his or her behavior and attitude. Examples of corrective measures are prayer with the children, time-out, a student-teacher conference, a student-principal conference, a parent-teacher conference. For K-3rd, a discipline note, after-school detention or suspension are additional steps and options.

DRA encourages good communication between the home and school. Please check Gradelink for disciplinary notes. Students can be suspended for major behavioral problems. When the school feels that student/parent cooperation is lacking, the student may be requested to transfer out of the school. Also, if the behavior of the student indicates an uncooperative spirit, he/she may be requested to transfer out of the school. The book *Dare to Discipline* by James Dobson and *Shepherding a Child's Heart* by Tedd Tripp are highly recommended as an aid to parents.

#### Methods of Discipline: Grades 4th-12th

##### Demerits

A demerit is a formal warning and leads towards definite consequences. The demerit may be issued by teachers or Administration for improper conduct. One demerit may be issued for choosing to disregard the teacher's warning to correct a behavior. Teachers and Administration determine the number of demerits for

each offense based on the seriousness of the offense, the frequency of the misbehavior, and the student's attitude. Any student who is disrespectful may receive more than one demerit and an afternoon detention as well. Each demerit will be emailed to the parent via Gradelink. Accumulation of demerits per grading period will be dealt with as follows:

- 5th Demerit – After-School detention and a conference with the principal.
- 6th Demerit – After-School detention and a conference with the principal, student, and parents.
- 7th Demerit – One-day suspension and conference with the principal, student, and parents. The student is placed on probation and will not be able to participate in special activities outside of class.
- 8th Demerit – Two-day suspension and conference with the principal, principal, student, and parents. The student remains on probation and will not be able to participate in special activities outside of class. The Board will determine if the student will remain at DRA.

Be aware that a student may be placed on probation due to discipline at any time if misbehavior is serious.

### Detentions

After-school detentions will be served on designated days from 3:15 p.m. – 4:00 p.m. Detention will be served on an assigned date. Students should report directly to the principal at 3 p.m. Directions will be given from there. This may impact participation in sporting events, both practices and games. The best way to avoid a scheduling conflict is to avoid the actions associated with detention.

1. Students should be on time and should not leave until dismissed by the teacher on duty. If a student is late, he or she will serve two (2) minutes for each minute late.
2. If the student neglects to serve the required detention, an additional day of detention will be added.
3. Students will be assigned a service task by the appointed administrator.
4. Students should not talk, except to the teacher in charge. The teacher on duty will check to see if all assigned detention students are present.
5. Students should not do schoolwork, nor have any book, paper, or pencil (unless the detention has been assigned as a work detention as opposed to a conduct detention).

### Suspension

In addition to the suspension resulting from the accumulation of detentions, the administration may place a student on suspension for repeated or serious violation of school rules. Students on suspension or probation are not allowed to participate in any school-related activity from the day of violation until after the last day of the suspension or probation. If the student is placed on probation upon returning to school, he or she will not be allowed to participate in any school activity until evaluation of the student's behavior is complete. Students who serve an in-school suspension are to report directly to the principal. Dress code is in effect for all suspended students. A bag lunch must be brought from home. Students will be assigned service tasks by the principal.

### Guidelines for grading during suspension (both in and out-of-school) are as follows:

1. Tests, Projects, and Quizzes:
  - a. The student must take the test and hand in the project the day the test is given or the day the project is due in order to receive full credit.
  - b. For out-of-school suspension, the parent will arrange a time with the principal for the student to come in and take the test on the day of suspension. For in-school suspension, the test will be taken with the principal.
  - c. Late tests, projects, or quizzes will result in a minimum 10 percent (10%) deduction for the first day, 50 percent (50%) for the second day, and a zero (0) for after 2 days.
2. Homework:
  - a. Homework due on the day of suspension may receive 100% credit if turned in at the beginning of the day of suspension. Homework may be brought in by another student or the parent.
  - b. Late homework will follow the same guidelines for late tests/projects.

### 3. Newly Assigned Work on Day of Suspension:

a. Student is responsible for finding out what assignments were given in his or her classes during the day of suspension and are due according to dates assigned by the teacher, as if the student was in class.

#### **Probation**

The purpose of probation is to prevent the possible dismissal of a student due to behavioral issues and to create a viable, tangible incentive for the student and parents to seek out behavioral and spiritual reform. Students receiving a suspension will automatically be placed on disciplinary probation.

Probation is initiated at the discretion of the principal or board chair. It is to be administratively subjective. Some criteria to direct the Administration in making this decision are if the student has received a suspension, has become a negative influence on their peers to the extent of drawing their peers into similar actions (i.e. smoking, disrespect, impacting the learning environment negatively, inappropriate behavior, etc.), or being a habitual offender of the disciplinary policy of the school.

A written notice of the student being placed on disciplinary probation or academic probation will be initiated by the principal or superintendent, and sent to the student's parent(s). A meeting will be held with the student, parents and the Administrator with regard to the issues warranting probation. At this time, a Probation Contract (Disciplinary or Academic) will be drafted for the student outlining the guidelines (academic or disciplinary) that the student is expected to maintain, the duration of the probation, and the consequences of fulfilling the probation or failing to fulfill the probation.

The Probation Contract is to be seen and signed by all parties involved (i.e. student, parent(s), either principal). Copies are distributed to all respective parties. It will be the responsibility of the principal to ensure that the contract is being upheld. Violation of the contract on behalf of the student will be communicated by principal to the principal, and written consequences will be followed through. Grounds for withdrawal or dismissal may be communicated to the superintendent.

#### **Restoration**

DRA reserves the right to deny readmission to any student whose actions demonstrate that it is in the best interest of DRA not to allow readmission. The request for readmission must be in writing to the superintendent. Restoration at a Christian school is always a difficult matter. Students who have been expelled from DRA or other schools must present evidence of genuine repentance and carry out a school-designed restoration program. If a student has been dismissed or asked to withdraw, been given due restoration, and desires reinstatement, the student must wait one full calendar year before reapplying. During that time, the student must be involved in a discipleship program. During the restoration period, academics must continue at an alternative program, another school or home school. Upon completion of the restoration program, recommendations by the student's pastor, youth pastor, and school designated advisors may be considered by Administration to determine a student's reinstatement. Students returning will be on disciplinary probation for one year.

#### **Continued Enrollment**

DRA reserves the right to deny continued enrollment to any student whose actions and/or attitudes demonstrate that it is not in the best interest to allow re-enrollment. The principal may interview students who have demonstrated through detentions, progress reports, and poor attitude, a lack of interest in being at DRA to discuss their continued enrollment. A poor attitude may be reflected through a lack of compliance with the dress code, response to discipline, respect for authority, etc. After this interview, a conference with parents will be scheduled. Students may be placed on disciplinary probation with re-enrollment for the following year on hold until a review of the student's progress has been evaluated.

#### **Self-Regulation of Character**

DRA has the reputation of having a student body with an excellent spirit. Any student who promotes division

or a divisive spirit through secret clubs, symbols, pictures, notes, writing, flags, banners, slogans or divisive activism is out of harmony with the standards and the Christian philosophy of DRA. Such students may be withdrawn or refused re-enrollment at the discretion of the superintendent.

Conversations held within the classroom and on campus are not to infringe on the rights of others. Such conversations are to relate constructively to the time and place. During classroom discussion, all students should listen attentively and respectfully to the contributions of others. Conversations should be positive, constructive, and respectful. Foul, dirty, or suggestive language, drawings, stories, gossip, misuse of God's name or spiritually meaningful terms, suggestive sign language, degrading names, putting others down, threatening to take revenge as an attempt to manipulate another's actions, etc. are all examples of conduct which are not acceptable and can result in immediate disciplinary action.

Every student is entitled to be treated with dignity and respect. Fighting is not permitted, nor is harassment or intimidating behavior of any kind tolerated. Students engaged in this kind of behavior are referred to the administration.

DRA may issue students warnings, demerits, suspension or dismissal if they are involved as a host or participant in content on the Internet that devalues or disrespects persons, institutions, or Biblical values. Postings on social websites like Facebook, Twitter, Instagram, Snapchat, and other such sites that in the opinion of the administration include a threatening message to another student, a violent website, inappropriate comments about the school or staff, sexting, bullying, inappropriate pictures and/or language, may result in disciplinary action including a call home to parents, a parent and student conference with Administration, and further action if necessary. If applicable, the proper authorities will be notified. The act of sending, receiving, or forwarding sexually explicit or suggestive messages, photos or images via cell phone, computer or other digital device is subject to state laws and school discipline. Students are required to immediately report any such activities to a teacher, staff member, principal, or Chairman of the Board.

DRA has a "zero tolerance" for bullying. Examples of bullying may include:

- Verbal: repeated name calling, put downs, racist remarks, teasing, threats, spreading rumors, sending inappropriate (violent, sexual, malicious, etc.) notes or pictures in any medium (magazine, over a cell phone or internet, etc.)
- Physical: repeated pushing, hitting, shoving, biting, hair pulling, scratching, spitting, tripping, damaging or stealing the victim's property, locking a person in a room, making mean faces or rude gestures, initiating or forcing inappropriate touching, etc.
- Social: ostracism or exclusion, intentionally ignoring or being unfriendly, alienating, etc.
- Psychological: acts that instill a sense of fear or anxiety, etc.
- Miscellaneous: any act that insults or demeans an individual in such a way as to cause distress, reluctance to attend school, a decline in work standards, or problem behaviors.
- False accusations: Bullying is a serious accusation. Students and staff are prohibited from knowingly and falsely accusing another of bullying. Disciplinary action may be taken if any one knowingly makes false reports.

DRA has adopted a "zero tolerance" policy toward violence, fighting, or threats of any kind. This includes possession of anything that could be used as a weapon. Students may be expelled for any action or statement associated with violent behavior including a joke which could be interpreted as a threat.

Christians have a responsibility to conduct themselves with honesty and integrity (Hebrews 13:18). It is a violation of school policies for a student to cheat, assist others in cheating, plagiarize assignments, or use any work of others for personal benefit. This includes homework, unless clearly instructed by the teacher that working in pairs or teams is appropriate. When a student violates the cheating policy or gives the appearance of cheating, the student will receive a zero on the test or assignment and may be subject to further discipline by the teacher, principal, or assistant principal. The student who assists another to cheat will receive a zero on the test or assignment as well. A second offense may result in a school suspension and

the student will be placed on academic probation. DRA expects full cooperation from both student and parent in the education of the student. DRA reserves the right to dismiss a child deemed unable to fit into our program.

### Student Behavior

To accomplish the disciplinary goals, certain behavior by students cannot be tolerated and will result in action by the teacher and/or the administration. Examples are:

- Physical harm, threat, or possession of anything that could cause physical harm.
- Bullying. Bullying is harmful behavior initiated by one or more students and directed toward another student or students. Students, staff, and the school community are expected to conduct themselves in a respectful, Christian manner and demonstrate a level of respect and dignity towards others. We prohibit all forms of bullying.
- Cheating, plagiarizing, or stealing.
- Lying or bearing false witness.
- Disrespect toward fellow students, teachers or staff in attitude, words, or actions.
- Defacing any property of the school or of another student (damage caused by the student will be paid for by the student).
- Leaving the school property without permission.
- Using or sharing crude, profane, intimidating, or vulgar language whether verbally, written, through sign language, in social media, or in other forms.
- Inappropriate displays of affection in a school environment, including kissing, hand holding, inappropriate hugging, etc. In the interests of being a positive role model, exercising self-control and fostering a Godly witness is expected.
- Involvement or the impression of involvement in immoral activities or activities that are contrary to the philosophy of DRA.
- Obscene body language.
- Possession on their person, in their locker, in their cars, or on campus of any kind of weapon, fireworks, drugs, drug paraphernalia, cigarettes, vapors, alcohol, or pornography. DRA does not tolerate the use or distribution of these items. Violation of this rule on campus or during school sponsored events will result in immediate dismissal from the school. DRA reserves the right to invite the Warren County Narcotics Team, or an appropriate narcotics search group, to visit any time during the school year to search for drugs. It also reserves the right to search any property, including automobiles, brought onto school premises. Any alcohol, drugs, or drug paraphernalia found in lockers, cars, or other items under the student's control will constitute possession.

In addition, the following classroom rules and procedures must be adhered to and failure to do so will result in disciplinary action taken by the teacher and/or the administration:

- Be on time.
- No note passing.
- Raise your hand to speak, no calling out of turn.
- Do not sit on desks, at the teacher's desk, or write on the whiteboard without permission.
- No chewing gum.
- A hall pass and teacher permission is required to leave the classroom.
- No running in the building, rowdy or excessively loud or otherwise disruptive behavior.
- All electronic hand-held electronic devices are turned in prior to the start of the school day.
- Follow uniform and dress code requirements.
- No eating or drinking in the hallways.
- Lockers and desks are to be kept clean, organized, and not have items on the floor or on top of lockers.
- Lockers, desks, and backpacks are to be cleaned nightly of food and trash.

DRA maintains the right to remove any student from its enrollment if it feels that the parent(s) are not in harmony with the philosophy of the school. The School Board reserves the right to change any policy or procedure at any time in its discretion after reasonable notice to constituents. We expect parents to cooperate with us in support of our discipline procedures.

## Parent Partnership

The Bible teaches that parents are responsible for the discipline (training and instruction) of their children. DRA exists to support parents in this God-given role, serving as their authorized representatives in the training process, but not replacing parental responsibility. Our educational and disciplinary philosophy aligns with Biblical principles to provide consistency between home and school. We believe that a strong partnership between DRA and parents is essential for the student's success.

Discipline is both a process and a goal. God expects parents and authorities to guide children toward becoming self-disciplined adults, able to train the next generation. The ultimate purpose is to prepare children for spiritual maturity and a relationship with God, which is the foundation of our educational philosophy.

Discipline also involves the students, who must show respect and courtesy to DRA staff. Faculty and staff have authority over all students, whether in class or not, and are responsible for maintaining appropriate conduct. Teachers have the authority to correct behavior anywhere on school grounds. Failure to uphold respect and Biblical conduct will lead to disciplinary action. We expect parents to support these actions and encourage their children's respect and obedience.

For the educational process to thrive, it must operate within this framework of discipline. DRA is committed to Christian education principles, and student behavior that opposes this philosophy will not be tolerated. The guidelines in this handbook are based on Biblical values, appropriate conduct, and common sense, providing boundaries for safety and freedom. We trust our students to respond with positive attitudes and behavior.

## Parent Volunteer Hours Policy

Dominion Ridge Academy believes that parent involvement is a vital part of creating a thriving, supportive school environment. To that end, we require each family to contribute to the school community through Parent Volunteer Hours that directly support student life, staff, and the upkeep of our facilities.

### Volunteer Hour Requirement

Each family is required to complete a minimum of 30 volunteer hours per academic year (15 hours per semester).

If your schedule does not allow for in-person volunteering, a monetary substitution of \$150 may be paid in lieu of volunteer hours. This amount will be billed at the end of the school year for any families who have not met the hour requirement.

### Approved Volunteer Activities

Families may fulfill their volunteer hours in a variety of ways, including but not limited to:

- Classroom Assistance

Supporting teachers with classroom prep, activities, or student help.

- Recess & Lunch Monitoring

Supervising students during lunch and outdoor play times.

- Kitchen Duties

Assisting with food prep, serving, and clean-up in the school kitchen/cafe.

- Cleaning & Maintenance

Participating in regular or deep cleaning and organizing spaces.

- Event Support

Volunteering during school events such as fundraisers, family nights, open houses, etc.

- Fundraising Projects

Assisting with the preparation, planning, and execution of school fundraising efforts.

- Special Skills or Professional Services

With prior approval, offering specific expertise (e.g., photography, carpentry, tech support).

- Volunteer Clearance Requirements

To ensure the safety of our students and community:

All volunteers are required to obtain or submit a notarized copy of a completed background check from the following agencies: Contact Heather Knapp for more information at [hknapp@dominionridgek12.com](mailto:hknapp@dominionridgek12.com).

FBI (Federal Bureau of Investigation)

State Police

Virginia Criminal Records Exchange

The background check must be dated within the last five years and kept on file with the school office before participating in any volunteer activities involving students or being present at school-sponsored events.

### **Volunteer Code of Conduct**

All volunteers at Dominion Ridge Academy are expected to uphold the school's values and serve as positive role models. Volunteers must agree to abide by the following code of conduct:

**Language:** Volunteers will use only respectful, appropriate, and encouraging language at all times while on school grounds or interacting with students or staff.

**Behavior:** Volunteers will maintain professional, courteous, and Christ-like behavior. Disruptive, disrespectful, or inappropriate behavior will not be tolerated.

**Confidentiality:** Volunteers must respect the privacy of students, families, and staff and refrain from discussing sensitive matters outside of the school environment.

**Attire:** Volunteers should dress modestly and appropriately for their assigned duties, reflecting the values of the school.

**Boundaries:** Volunteers must maintain appropriate physical and relational boundaries with all students and staff.

**Substance Use:** The use of alcohol, tobacco/vape, or drugs is strictly prohibited on school property or during school events.

Volunteers who do not adhere to the Code of Conduct may be asked to leave campus and may forfeit their ability to serve in future roles.

#### Tracking Volunteer Hours

All volunteer hours must be logged and submitted using the official volunteer log available in the front office.

Families should log hours within one week of service to ensure accurate tracking.

#### Unfulfilled Hours

Families not completing the full 30-hour requirement will be charged \$5 per uncompleted hour.

The maximum monetary substitution is \$150 per year.

Charges will be billed at the end of the academic year.

### Scheduling & Requirements

Volunteers must sign in and out through the front office and wear a visitor badge while on campus. Some volunteer roles may require prior training or approval.

We greatly value the generous time, talents, and resources our families contribute. Your support strengthens the mission of Dominion Ridge Academy and helps us cultivate an exceptional experience for every student.

For questions about volunteering or scheduling opportunities, please contact the front office or our volunteer coordinator.

## FACILITY & EQUIPMENT POLICY

### Building Use

Dominion Ridge Academy occupies Riverton facilities. This policy will outline who may use the facility, rules of the facility, procedure for scheduling use and maintenance for facility use. Additional information beyond the scope of this policy may be requested from the DRA administration if needed.

### **Who May Use The Facilities:**

- 1.) Riverton church groups, church members, or part of the ministry of the church.
- 2.) Groups that come as invited guests of the congregation of NHBC.
- 3.) Riverton church members. Riverton church members may reserve church facilities per the approval process.
- 4.) Activities related to Dominion Ridge Academy.
- 5.) Service and charitable organizations will be considered for use.
- 6.) Outside social, civic, educational and non-service groups or individuals.

### **Who May Not Use The Facilities:**

Facility use will not be permitted to persons or groups holding, advancing, or advocating with beliefs or practices that conflict with Dominion Ridge Academy faith or Riverton's mission and doctrine.

### **Facility Use Guidelines**

- 1.) Alcoholic beverages are not permitted on facility grounds.
- 2.) Smoking and non-prescriptive drugs are prohibited in the facility and on facility grounds.
- 3.) Groups are restricted to only those areas of the facility that the group has reserved.
- 4.) All lights must be turned off and doors locked upon departure.
- 5.) Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on premises. Any person exhibiting such behavior will be required to leave the premises.
- 6.) Riverton reserves the right to cancel any event due to conflict with church schedules or church doctrine.

### **Use Of Facilities Equipment**

- 1.) Many classrooms will have chromebook cabinets for storing them when not in use. These cabinets are Dominion Ridge Academy property and are not accessible for public use.
- 2.) Any IT maintenance or repair concerns should be directed to Tim VanCuren - [tvancuren@dominionridgek12.com](mailto:tvancuren@dominionridgek12.com)
- 3.) Equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event(s).

### **Lockers**

Students in grades 6-12 will be assigned a locker. Use of lockers is a convenience and a privilege and remains the property of the school. Due to availability, students may be required to share. The following guidelines must be followed:

- These lockers are for the personal use of students as a convenience. Lockers should be kept locked over the weekend, and during breaks from school.
- DRA retains the right to access all lockers at any time for any reason. Unannounced, random locker inspections may be held at any time.
- Lockers may only have non-glue stickers or magnetic picture frames, etc., inside. Lockers may be temporarily decorated outside in the event of birthdays for one day only. Decorations are expected to be consistent with the character qualities of DRA.

- Students are expected to take care of their lockers and are responsible for their assigned locker. Students are not to jam their lockers as this causes damage and could result in a charge to the student assigned to the locker.
- No food, drink, or trash is to be left in the locker overnight.
- Lunch is expected to be put in the locker before first period and expected to stay there until lunchtime.
- Students are not to store any books or personal items outside of their lockers. Any item(s) left outside of the locker will be placed in lost and found. Continuous abuse of this policy will result in disciplinary action.
- Lockers are not to be shared unless deemed necessary by school administration.
- Lockers cannot be switched by students without administration approval.
- Students should provide a copy of their lock combination or a copy of their key to their homeroom teacher. Students are not to share their combinations with other students.
- DRA is not responsible for lost, damaged, or stolen items in lockers, either locked or unlocked.
- Athletic bags for DRA teams will be stored in a group location to be determined.

### Lost and Found

Students are encouraged to have all personal belongings labeled. If an item is lost or misplaced, students are to check the Lost and Found, opened daily before and after school. Items not claimed by the beginning of the next month will be donated to charity. DRA is not responsible for lost, damaged, or stolen items.

### Stewardship

Good stewardship involves respectful care of all property. It is expected that all students will not deface or damage the school building or any auxiliary equipment (buses, desks, chairs, etc.)

Textbooks are essential, expensive items which are loaned to students who are responsible for their care. DRA recommends that textbooks be covered with a protective covering (no contact paper, writing, or marking is permitted). Students must pay for lost or damaged materials or equipment. Teachers will consistently monitor the care of books.

Students will also respect the personal property of other students and faculty members. Students will respect each teacher's workspace and will not sit on or behind the teacher's desk, nor sit on any student desks or tables. Care should be taken not to jeopardize relationships or possessions because of practical joking. Disregard for others' property will result in disciplinary action.

All offices, teacher resource center, storage rooms, janitorial rooms, the athletic equipment room and kitchen are off-limits without special permission. Students who are found in these areas will be referred to administration for disciplinary action.

### Textbooks and Supplies

Textbooks and supplementary book will be provided to each student. It must be emphasized that these books are the property of DRA and must be taken care of properly, including appropriate protective covering. Deliberate mutilation or defacing, or loss of any of these materials will result in full replacement price being assessed to the parents or legal guardian and will be charged to the student's account. Students may retain possession of "consumable" books.

Supplies are not furnished by DRA. Students are required to provide their own pencils, pens, paper, notebooks, and other such supplies and materials that may be required from time to time for individual teachers. Some classes require the purchase of calculators, novels, art materials, etc.





*"And you shall love the Lord your God with all your heart and with all your soul and with all your mind and with all your strength."*

*The second is this: 'You shall love your neighbor as yourself.' There is no other commandment greater than these."*

*- Mark 12:30-31*

