

Preparing Students for a Lifetime of Christian Service

**K4-12 HANDBOOK 2020 - 2021**

**OUR PURPOSE**

The purpose of Dublin Christian Academy is to reach every student with the gospel of Jesus Christ, and prepare them for a lifetime of Christian service. We endeavor to teach every student the Christian way of life and to provide each student with an excellent Christian education.

**OUR MINISTRY**

Dublin Christian Academy is a ministry of Woodland Heights Baptist Church. Our church exists to glorify the Lord Jesus Christ through teaching the truth with love. We endeavor to authentically represent Christ in all that we do by conducting our business with integrity, and our service with faithfulness all to the glory of God.

**STATEMENT OF FAITH**

 We receive the Scriptures as the inspired Word of God and as the sole authority in matters of faith and practice. In this church, the King James Version of the Bible is the only accepted translation of the Holy Scriptures in the English language. Therefore, the King James Version will be used exclusively in preaching and teaching the Word of God. The understanding of Christian truth as contained in Holy Scriptures is expressed by the following declaration of faith:

1. We believe that the Bible is God’s Word, that it was written by men divinely inspired (2 Timothy 3:16, Psalms 12:6-8) and that it is the supreme infallible authority in all matters of faith and conduct (1 Thessalonians 2:13).
2. We believe in God the Father, perfect in holiness, infinite in wisdom and power. We rejoice that He concerns Himself mercifully in the affairs of men, that He hears and answers prayer, and that He saves from sin and eternal death all who will come to Him through Jesus Christ (Romans 10:13).
3. We believe in Jesus Christ, the eternal and only begotten Son of God, conceived of the Holy Spirit, of virgin birth, sinless in His life, (John 1:1-2, 14; Luke 1:35; Isaiah 9:6; 7:14; Philippians 2:5-8; Galatians 4:4-5)making atonement for the sins of the world by His death. We believe in His bodily resurrection, (Romans 3:24-25; 1 Peter 2:24; Ephesians 1:7; 1 Peter 1:3-5) His ascension into heaven where He makes intercession for the saints, and His visible return to the world according to His promise (Acts 1:9-10; Hebrews 9:24; 7:25; Romans 8:34; 1 John 2:1-2).
4. We believe in the Holy Spirit, who came forth from God to convict the world of sin of righteousness and of judgment, and to regenerate, sanctify and comfort those who believe in Jesus Christ (John 16:8-11; 2 Corinthians 3:6; 1 Corinthians 12:12-14; Romans 8:34; 1 John 2:1-2).
5. We believe in the Church which is: A loving spiritual body of which Christ is the head. We believe that a local church is a company of believers in Jesus Christ, immersed on a credible confession of faith, and associated for worship, work and fellowship. We believe that to those local churches were committed, for perpetual observance, the ordinances of Baptism and the Lord’s Supper, and the God has laid upon these churches the task of proclaiming to a lost world the acceptance of Jesus Christ as the Savior and the enthroning of Him as Lord and Master (Matthew 28:19-20; Acts 2:41-42, 18:18; 1 Corinthians 11:23-26).
6. We believe that every human being is responsible to God alone in all matters of faith; that each church is independent and must be free from interference by any ecclesiastical or political authority; that, therefore, each fulfilling its duties free from the dictation or patronage of the other ( Acts 13:1-4, 15:19-31, 20:28; Romans 16:1, 4; 1 Corinthians 3:9, 16, 5:4-7, 13; 1 Peter 5:1-4).
7. We believe that all men by nature are sinners but that “God so loved the world that he gave His only begotten Son that whosoever believeth in Him should not perish but have everlasting life”. We believe, therefore, that those who refuse to accept Christ as Lord and Savior will forever be separated from God (Genesis 1:26-27; Romans 3:22-23; Ephesians 1:13-14).
8. We believe in the holy institution of marriage. It is upon the authority of the King James Version that we believe marriage is ordained by God to be between one man and one woman (Genesis 2:18, 22-24), and that no other form of marriage is permissible by God such as: homosexuality, lesbianism, bestiality, incest or polygamy (Romans 1:24-27; 7:2 and Eph 5: 22-25; Lev 18:1-30; Prov 18:22 and Prov 19:14). It is upon the Holy Scriptures that we stand on that which is right in the sight of our Most Holy God and do not recognize any other form of marriage, Furthermore, we believe that God disapproves and forbids any attempt to alter ones gender by appearance and or surgery (Gen 1:27)

**THE BIBLE**

All students are required to bring to school each day an Authorized King James Version of the Bible. This is the only English Bible version we accept and use. The Bible is the literal words of God to all of mankind and is the foundation of all truth to every generation. It is taught and preached in our church and school as the absolute authority. It is the basis of salvation, Godly character, and proper work ethic. Without biblical truth, a student cannot be considered educated.

**OUR CAMPUS**

Woodland Heights Baptist Church and its various ministries desire to be a good steward of the grounds and facilities which God has entrusted to us. In order set a proper example for our students, and to provide a safe and healthy environment, we request that adults refrain from the possession or use of alcohol, drug, e-cigarettes, and all tobacco products on our campus. Students are not allowed to chew gum on the campus. There will be zero tolerance of vandalism by students or visitors such as marking on walls, spray paint, or intentionally damaging property.

**FINANCES**

Dublin Christian Academy does not solicit or accept government funds of any nature. It is important that fees and tuition payments be payed when due.

The registration fee must be paid for each student in order to reserve their spot for the upcoming year. The registration fee is nonrefundable and nontransferable. All payments must be made either online via our website or directly to the church/school office. Instructions for using the online paying method are available in the school office and on the church website. Tuition is due by the first day of the month and is late if received after 4:00PM on the tenth day of the month. A late fee of $25 will be charged on any school account showing a balance of $10 or more after the tenth of each month. (When the tenth falls on a Saturday or Sunday, tuition payment may be made on Monday without paying the $25 penalty.)

If a tuition payment becomes 30 days overdue, the student will not be admitted to class until the past-due amount is paid.

When a student attends any part of the month, the full monthly payment is due.

No school records, transcript, or graduation diplomas will be released for any student when there is a balance owed on the student’s account.

**ABSENCES**

In case of absence, the parent must write a dated note to the teacher explaining the reason for the absence. This note must be sent the day a student returns from an absence. There are no excused absences except for student illness or death in the immediate family or doctor and dentist appointments. Excessive unexcused absences may result in dismissal from school. No refunds on tuition are made because of absences. Unexcused absences during final exams will lower the semester grade one full letter. Any student who is absent 15 days or more may not pass the school year. Family vacations and trips should be scheduled during school vacations since it is often difficult for a child to make up work missed during an absence. Should it be absolutely necessary for a student to miss school for personal reasons, please secure permission from the administration several days in advance before making travel arrangements. Tests, quizzes, and school work that were missed must be made up immediately upon returning to class. Students will be allowed 1 day for each day absent to make up school work and test.

**ATTENDANCE**

A student must attend school the day of any activity (party, program, etc.) in order to participate in that particular event. A student who must leave school with less than 2 hours in attendance will be counted absent for the entire school day. Students who remain at school for at least 2 hours, but leave before the regular dismissal time, will be counted absent one-half day.

**TARDIES**

Being tardy to school is disruptive to the classroom and also has an adverse effect on your child’s educational process. It is the parent’s responsibility to ensure that their children arrive on time each day. Any student arriving after 8:00 A.M. must have a dated note from their parent stating the reason for being late.

**WITHDRAWLS**

All withdrawals from school must go through the school office. Students having attended one day or more of any period will owe the full period’s tuition.

**TEXTBOOKS**

The Abeka curriculum is used for each class in our school. Each student is responsible to pay for their own textbooks required for each grade level before the start of the school year. It is considered unethical for parents or students to have access to teacher guides or test/quiz booklets or answer keys. Use of these items will be considered as cheating.

**HOMEWORK**

Believing that homework is an integral part of the school program, each teacher is at liberty to give homework to aid the students to advance in their studies. Therefore, each student is required to complete his homework assignments on time. Homework assignments will be written in the student’s planner each day. We do requests parents’ full cooperation in seeing that the assignments are completed. Parents should sign their initials next to each day in the planner indicating your child has fulfilled the assignment. Failure to complete homework will affect the student’s grade.

**GRADING SCALE**

A 100-94 B 93-85 C 84-77 D 76-70 F 69 and below.

Progress reports will be given so the parents can evaluate the student’s learning.

**ILLNESS AND MEDICATION**

For the welfare of your child and other children in the school, all children who are sick must be kept at home. When the child is well enough to participate in a normal school day, please send hat, coat, etc., as an aid to prevention of future illness. The class does participate in outdoor activities each day, weather permitting. If your child requires medication during school hours, and we do not have a signed authorization, it will be necessary for you to stop by and personally give it to him. Teachers cannot be held responsible for carrying out these duties. If a student is to take any medication while at school, he must have on file in the office the Authorization for Administration form. This form is available at the school office. Prescription medication must have a physician’s signature; non-prescription medication may be signed by a parent or legal guardian. (This must be completed each school year.) The medication to be dispensed will be kept in the school office and dispensed by authorized staff. Medicine must be properly labeled and in its original container.

While it is not the desire of DCA to discriminate against any student, we are faced with the challenge of providing a safe haven for those students entrusted to our school by their parents. We desire to protect our students from exposure to illnesses. We also recognize that DCA, with its limited resources, is not equipped to physically care for the needs of every ill student or any student with serious continuing or chronic communicable disease. Therefore, it is the policy of Dublin Christian Academy to deny admission or to require dismissal from the school for a child with a serious and continuing communicable disease.

**REENROLLMENT**

During the month of February, presently enrolled students may enroll for the fall term on a first-come, first-serve basis. Dublin Christian Academy admits students of any race, color, and national or ethnic origin to all the rights and privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, and national or ethnic origin in administration of its educational policies, admissions policies, and athletic or other school administered programs. In March, students not currently enrolled in DCA may begin to enroll for the new school year in the fall.

**SCHOOL CLOSURES**

In the event of severe weather, our school will follow the closures of the public schools in Laurens County. If they are closing or dismissing early due to inclement weather, we will follow suit. This applies only for severe weather conditions and not for other holidays.

**PARENT-TEACHER MEETINGS**

Parent-teacher meetings will be scheduled throughout the year. Any parent whose child receives a “D” or below in a subject on a progress report must meet with the teacher to talk about ways to improve the student’s grade. Parent-Teacher Meetings will be held at the school on weekdays. Children are not to attend the Parent-Teacher Meetings and should not be brought to school when these meetings are scheduled. Please feel free to consult with us regarding any problems or questions that concern your child. It is the desire of the administration to be of service to both parent and student, and we welcome the opportunity to meet with parents. We do urge you, however, that if you desire to speak with your child’s teacher, you should do so by making a definite appointment with the teacher at a convenient after-school hour to not distract from their normal school duties.

Because the school is an extension of the home, the communication between parents and teachers is very important. If for any reason problems or misunderstandings develop during the teaching or training of your child, please call the school. You may need to set up a time you would be able to come by the school for a meeting.

**PARENT – TEACHER FELLOWSHIPS**

Each school year, there will be a few scheduled PTF meetings. These meetings are designed to give more information concerning Christian education and school activities. This is an excellent time for parents and teachers to become better acquainted.

**STUDENT DRESS AND APPEARANCE STANDARDS**

In order to properly prepare our students for learning and for life, we desire to teach each student the value of proper dress and appearance. Modest, gender-distinctive clothing and appearance brings glory to our Creator, promotes a good learning environment, and prepares each student to be successful in the workplace. Please ensure that your child’s clothing is clean and wrinkle-free. The administration reserves the right to initiate policies on new fads and changes in style during the school year.

Boys –

Polo shirts of any solid color. No large logos or images. (Small logos are fine) Neatly tucked in.

Pants must be loose fitted and either black, brown, khaki, or blue.

Socks and tennis shoes, or dress/ causal shoes.

Friday Denim Day – denim jeans that are not faded, frayed, or torn

Boys 7th – 12th – Collared shirt, tie, and dress shoes required on chapel days.

No necklaces or bracelets are allowed for boys. Tattoos or body piercings of any kind are not permitted.

Boys’ hair must be above the eyebrows, and neatly cut off the ears and collar. Boys may not have their hair braided or have designs cut into the hair, and it must be their natural hair color. It must be short enough that it cannot be put into a pony tail of any kind. If Boys have facial hair it must be neatly groomed and trimmed appropriately.

Girls –

Polo shirts of any solid color. No large logos or images. (Small logos are fine) sleeves must cover the shoulders.

Skirts, shorts, or jumpers that hit below the knee – navy, khaki, brown, or black.

Socks with tennis shoes or other appropriate closed toe closed heel shoes.

Friday Denim Day – denim skirts that are below the knee.

Girls – 7th – 12th grade – no tennis shoes on chapel days

Hair dye may be used as long as it remains a natural hair color (no blue, pink, etc.). Girls may not shave any part of their head or wear a distinctly boy-style haircut. Single ear rings may be worn in the ear lobes only.

**DISCIPLINE**

To maintain a good learning environment, we expect all students to conduct themselves appropriately. The following is a sample list of behaviors that will not be tolerated: talking without permission, failure to complete assigned work, fighting, stealing, lying, disrespect, cursing, forging another’s name, cheating, or deliberately damaging school property. DCA has a zero tolerance policy toward violence, fighting, bullying, 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. Student’s work areas, book bags, or other storage areas are subject to search, upon reasonable suspicion, for prohibited or illegally possessed substances or objects. The school expects full cooperation from both student and parent in these matters. When misconduct occurs, corrective measures will be used to help the student change his/her behavior or attitude. Examples of typical corrective measures are loss of recess, loss of privileges, extra homework, student-teacher conference, a student administrator conference, and a parent/ teacher/administrator conference. Whenever a student brings a discipline note home to inform the parent, the school is requesting that further action must be taken by the parent at home so that the teacher’s time is not consumed with behavioral problems but rather academic instruction. Attendance at Dublin Christian Academy is a privilege and not a right. Students who do not cooperate with the school will forfeit the privilege of attending DCA and be dismissed from the school.

 DCA will be implementing a Demerit System to adhere to these guidelines.

**MORAL BEHAVIOR**

We believe that God commanded that no intimate sexual activity be engaged in outside of marriage between one naturally-born man and one naturally-born woman. We believe that any form of homosexuality, lesbianism, bisexuality, incest, fornication, adultery, pornography, and “sexting” are sinful perversions of God’s gift of sex. We believe that God disapproves of and forbids any attempt to alter one’s gender by surgery or appearance. Any student who embraces any of the above referenced sexual perversions will be expelled from our school.

**PROHIBITED ARTICLES**

The following list is not all-inclusive, but these items are not permitted at school or school activities: tobacco in any form, alcoholic beverages, narcotics, knives, guns, explosives (including fire crackers and caps), skateboards, roller-skate shoes, water guns, radios, tape players, cd players, I-pods, pagers, electronic games, pornography of any type, catalogs, and magazines not related to class work.

**LOST AND FOUND**

DCA is not responsible for lost or stolen items. Each student is responsible for their belongings. Unclaimed items will be disposed of on Friday of each week.

**SUPERVISION**

The playground is for DCA students only during normal school hours. The school cannot be responsible for students outside the building before 7:45 A.M. or after 3:15 P.M.

**CELL PHONES AND ELECTRONICS**

Cellular phones are not permitted to be used during school hours on our campus. Smart watches will be considered a cell phone and must be kept out of sight at all times. Students may make a brief phone call to parents on a cell phone only if given permission from the teacher. Students are not permitted to use the school telephone except in cases of emergency. Ear buds, tablets, and video games are not allowed on campus at any time; even on field trips and other school activities. Any electronic device that is visible to the teacher will be confiscated for the remainder of the day and be charged $5.00 to get their device back.

**LUNCH**

Each student is responsible to bring his own lunch to school each day. It is recommended that each student have their own lunch bag/box to keep their lunch in. The kitchen refrigerator will be available to students. However, there will not be a microwave available for students to warm up their food. Students must bring their own napkins, utensils, cups, etc. for their lunches. Each student must bring their own re-sealable container for their drink. Drinking water is available from the faucet for students to refill their containers. We will have a concession stand with some lunch items available for purchase as well.

**FIELD TRIPS**

Field trips will be scheduled throughout the school calendar and are part of the educational program. Every student is required to attend each of the field trips. Students who are absent on a field trip day will be considered absent just like a regular school day. Immediate family members are welcomed to come along on field trips, but they will need to pay their own way for any entry fees or tickets.

**GRADUATION AND AWARD CEREMONY**

It is mandatory for all students to participate in the end of the year graduation and award ceremony. This serves as a great opportunity to showcase their various projects and perform before an audience. It is part of the educational program and a great opportunity to show their support for their school and fellow schoolmates who are graduating and/or receiving awards.