



K-12 Family/Student Handbook 2026-2027

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You are the light of the world!

Unless the Lord builds the house, those who build it labor in vain.
Unless the Lord watches over the city, the watchman stays awake
in vain.

Psalms 127:1

Welcome to the Denver Christian Academy Family

Our staff has been preparing and praying for another successful year. This handbook has been developed as a resource to provide guidance and direction. We are looking forward to an awesome 2026-2027 school year as we partner together in your student's education.

History

Denver Christian Academy was founded in 2015 by Mike and Robin Kiser. The Kisers had a vision for an affordable school in the Denver community that would provide an excellent education, with a Biblical foundation to meet the needs of all students while supporting their families. Knowing that education is not “one size fits all”, they prayerfully invested and sought to create a safe environment where students could thrive and learn, utilizing the gifts and abilities that they were uniquely created with.

DCA's Mission Statement

Denver Christian Academy is an individually tailored approach to education centered in God's Word. We provide strong academics in a nurturing environment, where students grow spiritually, intellectually, emotionally, and socially through Christian values. At DCA, students achieve this personal success when each individual unlocks what God designed them to be.

Our Core Values

God - We honor God and teach about His mercy, grace, and love through worship time in the Chapel, Bible Study classes, integration of our biblical worldview in academics, and in interactions with our students, parents, families and fellow staff members.

Family - Our commitment to family is demonstrated through our four-day school week, reasonable and educationally worthwhile homework assignments, and school-wide family activities.

Education - The importance of education is emphasized through the academic courses offered at DCA that are rigorous but flexible, allowing for individual learning needs and styles. The goal of DCA is to have all students achieve academic success at every grade level and prepare them for college, technical training, or in the workforce.

Character - We partner with families in the character development of our students by meeting daily challenges with Biblical principles and discipline that asks students to examine their hearts as well as behaviors.

Community - Being part of a loving, grace-filled community means that we put our actions in line with our desire to become more like Christ and serve one another at school, with our families, in our local community, and the wider world.

Non-Denominational Position

DCA's Statement of Faith is fundamental to basic Christian tenets and contains those doctrines to which we unreservedly adhere and teach. It is our desire to maintain this position and to do so in all fairness to each family.

Our desire is to focus on Jesus' love, grace, and forgiveness. We will always strive to incorporate teachings on how the student is loved unconditionally, incorporate grace into all disciplines and practice forgiveness and mercy each day.

In honoring this desire concerning the outreach of this ministry, there shall be no attempt made by parents, families, students, or staff to promote or disparage any doctrinal or denominational beliefs, practices, or positions regarding issues upon which the ministry itself has assumed no official stance. We desire to remain united in the salvation and love of Christ, avoiding the division which may be caused by denominational differences.

Academics

Academic Standing

Students must achieve a GPA of 2.50 or above each semester to remain in good academic standing. If a student falls below a 2.50, a Student Success Plan will be created involving all stakeholders to ensure student progress.

Grading Scale K-2

Core Subjects

E	Exceeds Expectations
M	Meets Standards
N	Needs More Progress Towards Standards
U	Unsatisfactory Progress Towards Standards

*Bible and Specials

P	Pass
F	Fail

*Our intent behind K-2 Bible classes is to support students in building an authentic and genuine relationship with Christ, therefore these courses are graded based on student participation and engagement.

Grading Scale 3-6

Core Subjects

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

*Bible and Specials

P	Pass
F	Fail

*Our intent behind 3-6 Bible classes is to support students in building an authentic and genuine relationship with Christ, therefore these courses are graded based on student participation and engagement.

Grading Scale 7-12

Core Subjects/Electives

A	90-100
B	80-89
C	70-79
D	60-69
F	0-59

*Bible

P	Pass
F	Fail

*Our intent behind 7-12 Bible classes is to support students in building an authentic and genuine relationship with Christ, therefore these courses are graded based on student participation and engagement. 9-12 students are given the option to complete a Bible course project that is graded in order to support students' overall GPA.

Academic Honors Grade 3-12

- A Honor Roll - A's in all subjects
- A/B Honor Roll - any combination of A and/or B in all subjects

Homework Policy

The primary purpose of homework is to give families the opportunity to engage their student's learning process while giving the student time to practice what was taught in class. Homework policies differ by grade level and are determined by the grade level teams in conjunction with administration. These expectations are shared during the first week of school.

Make-up Work

When a student is out of class for an excused absence, he/she will have 2 days to complete and turn in make-up work, from when the student returns to school. Make up work for extended illnesses or excused absences will be decided on an individual basis.

Report Cards

Report cards are issued quarterly and distributed/sent home with students by the homeroom teacher.

Student Success Plans

A Student Success Plan is a personalized, student-centered strategy designed to help students achieve their academic, social and emotional goals. These plans are implemented to provide structured support and guidance. All stakeholders will be involved in the creation and implementation of the plan.

Key Components:

- Goal Setting
- Individualized Support
 - May include academic tutoring, mentoring, classroom/testing modifications and accommodations
- Progress Monitoring
 - Regular check-ins to assess progress
 - Adjustments may be made based on performance or changes in circumstances
- Collaboration
 - Involves input from students, teachers, administrators and family
 - Encourages shared responsibility for student success
 - Conferences are scheduled quarterly

Books and Curriculum

Textbooks/Novels are purchased by the school and loaned to students for the entire school year. Students are not to write in textbooks/novels, but may write in consumable workbooks. Students are responsible for lost or damaged textbooks and families will be charged accordingly.

Core Subjects/Courses in grades K-12 use Bob Jones Curriculum as their foundational program. Supplemental materials such as educational resource subscriptions and targeted programs are also used. Answers in Genesis is used for our Bible courses in grades K-5, whereas grades 6-8 are taught using Summit Bible. 9-12 Bible courses are structured as bible studies intertwined with Logic courses.

Graduation Requirements

In order to receive a diploma, candidates must successfully complete the NCDPI High School Course requirements for graduation, as well as four DCA High School Bible Courses. Students must maintain a grade point average of a 2.5 or above to receive a diploma.

NC High School Graduation Requirements and UNC System Minimum Admission Requirements:

- 4 English Credits
- 4 Math Credits
- 3 Science Credits (including 2 labs)
 - Physical Science
 - Biology
 - Earth/Environmental
- 3 Social Studies Credits
 - Founding Principles of United States of America and North Carolina: Civic Literacy
 - Economics and Personal Finance
 - American History
 - World History
- 1 Health/PE Credit
- 8 Elective Credits
 - 2 Foreign Language
 - 2 Elective Courses
 - 4 Bible Courses

*NCDPI requires 22 course credits for graduation, DCA requires 24 course credits in order for students to complete 4 Bible courses, while also having the opportunity to take 2 additional courses. Students that do not plan to attend a 4 year university are only required to complete 1 foreign language course.

Dual Credit Course Options

Dual Credit Courses refer to classes offered as both college and high school credit. In North Carolina, such courses are typically offered either through an approved online course provider; or through the College NOW Program offered through the state. Students are required to be 16 years old and a junior or senior to take Dual Credit Courses unless the student is classified as Academically Gifted, then it is possible for 9th or 10th grade students to enroll. Dual Credit Courses may be taken online.

Families/Students interested in exploring Dual Credit Courses are encouraged to discuss options with administration. Scheduling for Dual Credit Courses must be done through administration prior to registering for any class.

Testing

NWEA MAP Testing is utilized as one of the measurement tools throughout the school year, as well as end of year testing in grades 2-8 in Reading and Mathematics to monitor student academic progress. Test results will be used to make decisions about educational planning for students. In grades 9th-12th we utilize different nationally normed assessments for an end of year measure.

- 9th/10th Grade - PreACT is administered on campus
- 11th Grade - ACT required - families must register their student through ACT
- 12th Grade - IOWA testing is administered on campus

Transfer Credits

Students may transfer high school credit from another public or private school, by providing a complete transcript from the previous school. Credits will be evaluated by administration and reviewed at the time of admission.

Virtual/Online Course Policy

Courses offered through North Carolina Virtual Public Schools (NCVPS), or one of their approved vendors can be taken at additional cost for Advanced Placement Courses, Electives or Course Recovery.

Attendance

School Days/Hours

- DCA operates Monday-Thursday. Fridays are for family, travel, recreation, and personal interest. School would only be scheduled on Friday if necessary, to make up days missed for snow/other cancellations.
- All students should report to homeroom upon arrival.
- Campus is open to students at 7:30 a.m. Students must be in their homeroom by 8:00 a.m. If your student arrives after this time your student MUST sign in at the front office prior to reporting to their homeroom.
- K-6 dismisses at 3:15 pm, whereas our 7-12 dismisses at 3:30 pm.

After-School Care is available Monday-Thursday for K-5 students until 6:00 p.m. Friday care is available from 7:30 a.m - 6:00 p.m. on Fridays for K-5 students. Please contact administration for additional information.

Attendance/Tardy Policy

Regular attendance and punctuality are necessary to ensure student academic success. Frequent absences and late arrivals interfere with your student's progress toward learning and can affect the completion of a course (high school credit) and/or your student's promotion to the next grade level.

- Families are expected to send an emailed excuse or bring a written excuse to their student's homeroom teacher the day he/she returns to school, stating the exact reason for the absence or tardiness.
- All absences are unexcused until the school is notified in writing with an approved reason from the list below. After 5 unexcused absences, you will be required to meet with the school administration team. After 10 unexcused absences administration will have to report for absenteeism.
- Any student who arrives after 8:00 a.m. without a doctor's note or family note (that meets one of the criteria below) will be marked as an unexcused tardy. Excessive tardiness will be addressed on an individual basis.
- The following reasons are considered excuses for absences and tardies:
 - Personal illness or doctor appointment (please state type of illness). (Families should try to schedule all elective medical and dental appointments for times outside of school hours).
 - Death in family
 - Pre-approved by administration infrequent educational opportunity absences (travel, college visit).
 - Extenuating circumstances (family emergency, car emergency).
- Families must come to the main office for early dismissals. Please notify the homeroom teacher the morning of or day before early dismissal.
 - No early dismissals are allowed after 2:45 pm for K-6 and 3:00 pm for 7-12, unless approved by administration.
- In order to ensure student safety, families must provide current identification for the student to be released. Students can only be released to individuals on the student's authorized pick up list.
- All changes in student transportation must be communicated with the student's homeroom teacher and/or administration. Students are not to make plans during the day that require change in transportation.
 - MS/HS students cannot leave with another student driver without written family permission.
- K-8 students must attend school until 11:30 am each day, in order to be counted as a full day of attendance.
- Attendance is grades 9-12 taken by class/block. Students must be present for more than 50% of the class period to be counted as present.
- 9th-12th grade students have the opportunity to exempt end-of-course exams, if they meet the following criteria for each course.
 - Maintains a class average of 85 or above.
 - No more than 3 absences in each course.
 - To help facilitate good, timely attendance, tardies will be documented, and every 3 tardies in the same class will result in 1 absence being recorded for purposes of exam exemption.

School/Teacher Communication

DCA Website

- The school website is www.denverchristianacademy.com

DCA Facebook Page

- Utilized for event reminders and spotlighting classroom activities/projects. Families not wanting their student in DCA pictures must designate this via Gradelink during enrollment, additional questions/concerns regarding picture release should be communicated with administration.

Gradelink

- Information regarding the Student Information System will be provided to students and families at the beginning of the school year. Gradelink is utilized for communication, enrollment, grades, assignments, and calendar. Each family will receive login information and instructions after enrollment.
- Teachers use Gradelink to record attendance, grades, and to provide updates/communication. Grades will be updated on Gradelink within 1 week of an assignment being turned in to the teacher.

Class Dojo

- Class dojo is utilized by classroom teachers to communicate directly with families, send specific classroom/grade level information and reminders, as well as post pictures/updates for families.

Quickbooks

- Quickbooks is utilized for all billing, including tuition, school uniform purchases, yearbook and field trips.

Email and Text Updates

- Email updates are sent to families weekly. These include reminders, special events, and other important information for families.
- Text updates are used to notify families of urgent/important updates. You must notify the school if you wish to opt-out from receiving text messages from DCA.

Severe Weather/Emergency Closing

- In the event of school closure due to inclement weather this is communicated through

email, Gradelink, Text, DCA Facebook Page and WSOC-TV.

Contacting Teachers

- The best way to communicate with teachers is school email or Class Dojo. Teachers check their email at the beginning and end of each school day, and regularly check Class Dojo. Please do not expect teachers to be able to check email or text during the school day. If you have urgent information, please call the DCA office to have a message relayed to the teacher. It is our policy that teachers respond to emails within 24 hours during the school week up to 5:00 p.m. Please be considerate and remember that evenings and weekends are for their families/personal lives.

Student and Staff Communication Policy

- Students and Staff may communicate via school email only for school-related business.

Teacher Conferences

- Teacher conferences must be scheduled ahead of time with the classroom teacher and/or administration. Please, do not just drop in for a meeting during the school day. Schoolwide conference days are scheduled twice per year.
 - Fall Conference date: October 15th, 2026
 - Spring Conference date: March 11th, 2027

Parent Teacher Fellowship (PTF)

- The DCA Parent-Teacher Fellowship provides valuable volunteer and financial support for our students and school. Every family enrolled at DCA is required to pay \$75 per school year for membership. In August/September you will receive a PTF volunteer form and contact information from the PTF Board with information regarding how you can volunteer and become involved in addition to membership.

Community Service

Community is one of our core values at DCA, therefore each DCA family and each 6-12 student must fulfill service requirements designated for grade level:

Requirements	Hours Per Year
Family	5
6-8 Student	10
9-12 Student	20

Community service hours will be logged in Gradelink for 6-12 students following instructions

provided. Students must complete their required service hours in order to be promoted to the next grade level. Family community service hours will also be logged in Gradelink. At the end of each

school year, families will be charged \$25 per hour NOT completed.

Student Behavior

Code of Conduct

The purpose of DCA's Code of Conduct is to promote a Christ-like attitude in the learning environment, to encourage the development of positive relationships, and to build/reinforce Biblical life skills for all students. Therefore, DCA has specific guidelines and standards regarding behavior. Families are asked to reinforce these behaviors at home. While all students in grades K-12 are held to these standards, only students in grades 3-12 are asked to sign the honor code on the last page of the handbook. Please return the signed copy to be placed in your student's file.

All classroom teachers uphold our Code of Conduct, including our DCA Angel Matrix. However, in addition to this teachers will also have their own classroom rules, policies, and procedures posted in the classroom. These expectations will be communicated by classroom teachers during the first week of school.

Behaviors or actions that are not permitted at DCA:

- Bullying of any kind
- Profane language
- Theft/Stealing
- Cheating (Discipline includes receiving a 0 on the assignment.)
- Destruction of property
- Violence of any kind with the intent to hurt
- Any inappropriate or sexual words or behaviors
- Bringing any weapons or perceived weapons on campus
- Smoking, vaping, alcohol/drug use, or bringing these items on campus
- Poor choices that the administration deems detrimental or a negative influence on other students.

General Discipline Policy Guidelines

DCA administration and staff, in partnership with families, will support students in following our Code of Conduct. Students who choose behaviors that are not permitted, will be corrected, taught the proper behavior and given consequences to reinforce the appropriate behavior.

Families will be informed of serious incidents and repetitive misbehaviors to work together to develop proper future behavior.

A distinction will be made between elementary/secondary school students in specific policies governing disciplinary procedures, since it is assumed that a greater degree of self-discipline should be expected from secondary students.

Minor Misconduct issues will be handled directly by the classroom teacher and/or the administration team if necessary. We believe that God shows each of us grace, therefore we strive to show our students grace, while still upholding our expectations. Minor misconduct issues will be communicated by phone, email or Class Dojo by the classroom teacher and/or the administration team.

Major Misconduct issues will be handled by the administration team. Incidents will be thoroughly investigated and communicated with families immediately. Major misconduct issues may result in the following disciplinary actions:

- In-school Suspension
- Suspension
- Expulsion

Law Enforcement Involvement/Mandatory Reporting

Behaviors which would require mandatory reporting to DSS or other legal/law enforcement agencies include:

- Sexual
- Weapons
- Suspected student abuse or neglect
- Threats
- Illegal substances
- Absenteeism

Cell Phone/Personal Devices

K-5:

- Students are not allowed to bring any cell phones or personal devices (i.e. tablets) on campus. This includes for use during after school programs and Friday care.

6-8:

- Students may bring cell phones/personal devices to school, however they will be turned in and kept locked up by their homeroom teacher until the end of the school day.

9-12

- Students may bring cell phones/personal devices to school, and are entrusted to keep them on their person or in their backpacks. Classroom teachers may ask students to place devices in a basket/bin. However, use of phones during the school day is NOT ALLOWED, unless SPECIFIC permission is given to a student.

Please note:

School devices and student DCA email addresses/accounts (i.e., chromebooks) are monitored by administration and will only be used for academic purposes. Electronic devices and accessories (i.e., earbuds, headphones, & Bluetooth devices, tablets) are prohibited in classrooms, hallways, lunchrooms, and chapel unless given explicit direction for educational purposes.

Tobacco Policy

DCA is a tobacco-free campus. No smoking or other use of tobacco/nicotine products (including, but not limited to, cigarettes, pipes, cigars, snuff, pouches, chewing tobacco, vapes or JUUL pods) is permitted on school grounds. This policy is applicable for all activities that DCA participates in regardless of physical location.

Internet Usage Policy/Social Networking

Please note that when serious offenses outside of the school occur and become public and/or negatively impact the reputation or character of the school or students, disciplinary measures may also be taken. This includes, but is not limited to, inappropriate language, pictures, threats, or confessions of inappropriate behavior.

Student Life

Chapel

Chapel services are held twice weekly for K-6 students, and held daily for 7-12 students. All students are expected to attend and participate.

Food/Drink Policies

Students may have water anytime and snacks only during teacher-designated snack time in the classroom.

Any dietary restrictions must be provided to the school at the time of registration. Teachers will communicate all known allergies in the classroom to the families, so there is no danger of inadvertently exposing students.

- Each classroom will maintain a confidential list of allergies so that subs and volunteers are also aware.
- Families/Students are expected to pack lunches. K-12 lunches will not be refrigerated.
 - K-6 students eat in their classrooms or on the playground (weather permitting).
 - 7-12 students eat in the cafeteria. There are microwaves available for 7-12 student use.
 - Hot Lunch Option available from Giovanni's on Wednesdays ONLY. Please order through Giovanni's website.

Birthday Celebrations

- Check with your student's homeroom teacher to schedule the time and any treats you wish to bring. Scheduling is important to avoid class disruptions or possible allergy problems.
 - Only store-bought treats may be brought in.

DCA Spirit Rock

- Families/students who wish to paint the Spirit Rock for birthdays should schedule through the DCA PTF or the website - <https://www.denverchristianacademy.com> (under "Student Life") to avoid conflicts with multiple birthdays.

Lost & Found

- DCA Lost & Found is located on the far left end of the building, under the carpool awning. All articles not claimed at the end of each month will be donated to a local mission or clothes closet or back to DCA.

Field Trips

During the school year, teachers (with administration approval) will schedule educational or service/ministry-based field trips once per semester. These will be communicated in writing in advance, including details of the trip (destination, times, transportation, and cost). Field trip permission forms will be sent home for families to review and sign. Families are encouraged to chaperone field trips if space is available.

Transportation will be provided, unless otherwise specified.

Student Drivers/Student Parking Registration

Families must fill out a parking form that includes the license tag # of the vehicle(s) and DL # of the student. In order for students to be allowed to drive and park on school campuses. If a student regularly drives siblings or carpools with other students, that information must be shared in writing with administration. All driving students must submit a copy of their insurance card to be kept on file at the main campus front office.

Students taking Driver's Education should request a Driver's Eligibility Form via email when you start the course.

Student Drop-off & Pick-up

- Families with students in grades TK - 1 **AND** 2 - 6 will loop around the new building in the right lane and drop off ALL of their students at the side doors.
- Families with students only in grades 2 - 6 will loop through the new building parking lot in the left lane to drop off at the main door on the lower level of the new building.

- Families that also have students in grades 7-12 will exit campus on Charter Lane and follow the directions below.
- Student drivers may drive themselves and siblings to campus and must park in the main building parking lot.
- Students arriving after drop-off time ends, must sign in at the front office in order to be admitted to class.

Uniform/Dress Code

Our school dress code has been established to develop student attitudes and behaviors that honor our Lord Jesus Christ and promote spiritual growth.

Uniform shirts and acceptable bottoms must be worn unless a non-uniform day is designated.

- Uniform shirts are required in grades K-12.
 - Uniform shirts can be purchased in the front office, or the DCA logo can be shared for families to have placed on shirts privately.
 - Orange Field Trip shirts are required to be purchased by all families in grades K-5 at the beginning of the school year.
- Shorts/Skirts should be an appropriate length.
 - Leggings as pants are allowed in K-5 ONLY. Leggings may be worn under a dress, skirt or tunic top in K-12.
 - Jeans are allowed, as long as no excessive rips/holes above the knee.
- Hats are only allowed outside during recess, PE or on special non-uniform days.
- Closed-toed shoes are required for all K-8 students. 9-12 students must wear closed-toe shoes for PE.
- Non DCA outerwear is allowed to be worn outside (i.e. during recess/PE), however, logos, symbols, and slogans must be school appropriate.

Students who are not dressed in compliance with this Dress Code will be removed from class and provided a DCA uniform shirt. Families will be contacted and charged the cost of the provided uniform shirt.

Non-uniform days may occur on occasion for academic or celebratory purposes and will be announced in advance, but an appropriate dress code must be followed at all times.

Family Information

Family Volunteers

Throughout the year opportunities for families to volunteer at the school may become available. If you can assist, please contact the ptfpresident@denverchristianacademy.com. All volunteers are expected to comply with all school rules and behavioral standards.

Family Code

As much as God enables me to, I will do the following:

- Pray earnestly for Denver Christian Academy.
- Seek the advancement of DCA in all areas – spiritually, academically, socially and physically.
- Support DCA's mission, vision, goals, philosophy, rules, and policies.
- Cooperate with DCA to make Christian education effective in the life of my student.
- Support the school by donations of time, money, and/or tangible items.
- Pay all my financial obligations to DCA on or before the date due and if unable to pay on time, I will provide a written notification to dcabilling@denverchristianacademy.com with the expected payment date.
- Seek to resolve my concerns with the person or persons most directly involved if I become dissatisfied with the school in any way.
- Ensure that my student is regular and prompt in attendance.
- Develop a routine, which allows my student to be well rested and come to school with proper nutrition.
- Not allow my student to bring toys or distracting items to school unless approved by the teacher. This includes pets.
- Encourage completion of homework assignments.
- Attend Parent-Teacher conferences, Parent Teacher Fellowship events and other school meetings.

Financial Policies

- Account balances are available via Quickbooks.
- Tuition and fees are detailed in the financial contract.
- Late fees will be applied if payments are habitually late.
- Fees for returned checks or failed ACH payments will be charged to your account.

Withdrawal Policies

- 30 Day written notification required.
- Tuition refund will be assessed up until the end of first semester. No refunds will be provided after this time.
- All Tuition and fees must be paid to receive transcripts and/or report cards from DCA.

School Safety, Security and Medical Policies

Student Medical Emergency Procedures/Medication Policy

In the event of a medical emergency, administration will be responsible for the necessary decisions regarding medical attention. The entire school staff, as a part of their in-service training, will be made aware of the school's medical emergency procedures and the nearest hospital location.

Families will provide student health information at the time of enrollment/re-enrollment for school records. Students needing medication on a regular basis during school hours must have a completed

Physician's Authorization Form on file at the school signed by his/her family and doctor before any medication (prescription or over-the-counter) can be administered by school personnel. Medicine must be in the original container and be labeled with the student's name. All medicines will be kept in a secure location. Students are allowed to keep asthma inhalers with them during school hours.

Visitors

To provide our students with the safest atmosphere possible, we require all visitors (including families) to sign in and out at the office. All visitors are required to have a visitor's badge. Anyone not having proper authorization for being on campus will be redirected to the office or asked to leave.

Contacting Students

During school hours- ALL COMMUNICATION WITH STUDENTS SHOULD BE MADE THROUGH THE FRONT OFFICE for SAFETY! Please do not text or call your student's cell phone/watch during school hours.

Safety Drills

Administration will schedule and facilitate practice of the routines for fire and other safety-related drills with students. Obey these simple rules during all drills: Do not talk from the time the alarm is sounded until you have returned to your room, or place of instruction. Listen for instructions from your teacher and follow them. Cell phone use is prohibited during safety situations unless otherwise instructed by staff.

At times we will practice lockdown drills that are unannounced. In the event of a real emergency, we ask families to communicate through the office to maintain the safety and security of all students and staff.

Entry/Exit of Building

Everyone should enter the building through the main entrance. All visitors must sign in and out while on campus. This ensures that we know who is in the building during school hours. Doors are to remain locked always. Building access is controlled by assigned keys or key fobs to designated staff members.

Pets

For the health and safety of our students, pets are not permitted in the school building. The only exception is for designated days/times that have been specifically planned for class activities. Any pet allergies should be clearly identified on the health forms for each student.

Holidays

Observed holidays are listed on the school calendar.

Fundraising, Outside Business and Merchandising Policies

Many staff and families of DCA are business owners and we encourage entrepreneurship. However, no staff or family may use their access to family information, such as email lists, to promote their business in a general manner.

Tuition covers operating expenses, but there are many extra expenses required to operate a successful school. Any fundraiser activities must first be approved by DCA Administration and conducted in conjunction with the DCA PTF.

General School Health Guidelines

Please keep your student home, if they are experiencing any of the following symptoms:

Fever of 100 or above.

- Bad Cough/Cold Symptoms
- Diarrhea or Vomiting
- Sore Throat
- Pink Eye
- Rash
- Lice
 - Students MUST be nit free before they will be allowed back into the classroom. Upon return, they will be checked by administration before they will be allowed to return.

Students must be symptom free for 24 hours prior to returning from school.