



Desert Light
CHRISTIAN ACADEMY

Parent-Student Handbook

2024-25

**Calvary Chapel Desert Light
Governing Board**

Mike Kern
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**Desert Light Christian Academy
Admin Board**

Mike Kern
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**Desert Light Christian Academy
2024-25 School Calendar**

August 10	Open House
August 12	First Day of School
September 2	Labor Day – NO SCHOOL
October 10	End of 1 st Quarter
October 14	Columbus Day – NO SCHOOL
November 25-28	Thanksgiving Break – NO SCHOOL
December 19	End of 2 nd Quarter
Dec 23 - Jan 2	Christmas Break – NO SCHOOL
January 20	Martin Luther King, Jr. Day – NO SCHOOL
February 17	Presidents' Day – NO SCHOOL
March 13	End of 3 rd Quarter
April 21-24	Spring Break – NO SCHOOL
May 22	Last Day of School

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Parent-Student Handbook Acknowledgement

Electronic Information Services User Agreement

1. Mission and Identity

1.1. Mission Statement

The mission of *Desert Light Christian Academy* is to educate the whole student within a Christian context of spiritual, social, mental, and physical development through a biblically centered environment and curriculum. As an extension of the ministry of the Church, we exist to help students SHINE...

Study God's Word

Honor God with their lives

Invest sacrificially

Nurture fellow believers

Evangelize the lost

1.2. Vision Statement

Our vision is to strengthen the Body of Christ by training and equipping the younger generations to discern the world through a biblical lens as they discover and walk in God's calling. We desire to see our students and graduates faithfully serving the Lord and their communities...the Church, their families, and the world around them.

1.3. Core Values

Biblical Foundation... God's Word is our ultimate authority and the basis for all learning. A biblical worldview will be integrated throughout the curriculum along with specific Bible instruction.

Discipleship... Our goal is to develop strong Christians, not just good citizens. We are not simply teaching information, but imparting godly wisdom and nurturing student relationships with Christ.

Academic Excellence... All that we do should be done as if for the Lord Himself, including teaching and learning. We will model and expect diligence and professionalism from staff and students.

Application... Learning is meant to be lived. Students will be given ample opportunity to put their education into practice, both in the classroom and in the community.

Calling & Equipping... We believe that God uniquely calls each of His children to their place in His special plans. Furthermore, as He calls, He also equips each of us with natural and spiritual gifts to be used for His glory. Our desire is to help each student discover their calling and realize their equipping.

1.4. Statement of Faith

We believe... that there is one living and true God, eternally existing in three persons—the Father, the Son, and the Holy Spirit, equal in power and glory—and that this triune God created all, upholds all and governs all.

We believe... that the scriptures of the Old and New Testaments are the Word of God, fully inspired without error in the original manuscripts, and the infallible rule of faith and practice.

We believe... that all PEOPLE are sinners by nature and choice and, therefore, under condemnation, but that God will regenerate by the Holy Spirit, those who repent of their sins and confess Jesus Christ as Lord.

We believe... that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. Rejection of one's biological sex is a rejection of the image of God within that person.

We believe... that the term “marriage” has only one meaning: the uniting of one man and one woman in a single, exclusive union, as delineated in Scripture.

We believe... That human life begins at conception and that all humans, though marred by sin, bear God's image and are therefore worthy of dignity and honor.

We believe... in the universal CHURCH, the living spiritual body, of which Christ is the head and all regenerated persons are members.

We believe... that the Lord Jesus Christ committed two ORDINANCES to the church: 1) baptism, and 2) the Lord's Supper. We believe in baptism by immersion and communion for all believers.

We believe... in the personal, visible return of Christ to earth and the establishment of his Kingdom, in the resurrection of the body, the final judgment, the eternal blessing of the righteous, and the endless suffering of the unrepentant.

We reject... extreme theological positions of both Calvinism and Arminianism.

We reject... any teaching that Christians can be possessed by Satan or his demons.

We reject... any “positive confession” teaching whereby God is required to heal or work miracles. We reject... the idea that Christian maturity is determined by the evidence of a spiritual gift.

We reject... the overemphasis of signs and wonders to the exclusion of sound Bible teaching.

We reject... human prophecy which supersedes or bypasses scripture.

Our supreme desire is to know Jesus and to be conformed to His image by the power of the Holy Spirit. We are not a denominational church, nor are we opposed to denominations as such, only to their over-emphasis of the doctrinal differences that have led to the division of the body of Christ.

We believe that the only true basis of Christian fellowship is His (Agape) love, which is greater than any differences we possess, and without which we have no right to claim ourselves Christians. Our vision is to know God and to make His love known!

1.5. Statement on Gender, Marriage, and Sexuality

We believe... that God wonderfully and immutably created each person as distinctly male or female (Genesis 1:26-31; 2:18-25; 5:1, 2). These two distinct genders together reflect the image and nature of God.

We believe... that marriage was created and sanctioned by God in which God joins one man and one woman in a single and exclusive union (Genesis 2:24; Matthew 19:4-6).

We believe... that God intends sexual intimacy to occur only between a man and a woman who are married to each other. Any other form of sexual intimacy is immoral and a sin (1 Corinthians 6:15-7:6; Ephesians 5:3-7).

1.6. Statement on the Sanctity of Human Life

We believe... that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born children, the elderly, those physically or mentally challenged, and every other stage or condition from conception through natural death. We therefore defend, protect, and value all human life (Psalm 139).

1.7. Our Community

Desert Light Christian Academy is a discipleship school, assisting Christian parents in raising children who know and live for Christ. Every administrator, faculty member, staff person, and at least one parent in each family must be a professing Christian, and every parent agrees to support the doctrine, philosophy, and methodology of DLCA.

School faculty teaches tenets of Christianity, as expressed in our Statement of Faith, throughout the entirety of the curriculum. Parents who choose *Desert Light Christian Academy* are expected to cooperate willingly with the school's vision, policies, and curriculum.

We seek to provide a challenging academic environment which nurtures students as they become men and women of character. Our goal is to produce men and women of conviction, demonstrating the wisdom, knowledge, and ability to influence others for the advancement of God's kingdom.

1.8. Non-discriminatory Policy

Desert Light Christian Academy admits students of any race, color, and 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, or national and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.

1.9. Organizational Structure

Desert Light Christian Academy is a ministry of *Calvary Chapel Desert Light* in Bullhead City, AZ. Our pastor, Mike Kern, is the School Director. The **CCDL Board of Directors** is responsible for the spiritual oversight of the school through hiring and ensuring biblical integration throughout our program. The CCDL Board also serves DLCA by providing financial oversight on matters such as yearly budget, salaries, tuition increases, and school improvements.

The **DLCA Admin Board** oversees the day-to-day operation of the school. They are responsible for school policies, oversight of employees and student discipline.

2. Honor and Conduct

2.1. Expectations

Desert Light Christian Academy is committed to the moral and intellectual integrity of the community for its prosperity under God's hand. Thus, our stewardship of students extends beyond academic development. The integrity of relationships is one of our highest priorities; thus, the end of all discipline is the reconciliation of strained relationships between students or between students and their teachers.

At DLCA, we instruct students in God's commands and teach honorable conduct by comparing students' behavior to biblical requirements, commending them for obedience to God's commandments and correcting appropriately when they err. We also teach students to live within ordinary courtesies (such as neat, appropriate dress, not interrupting, and using polite language).

A DLCA student reflects the mission and identity of the school, even outside of the school campus, and a large part of DLCA's reputation in the community results from the honorable and conscientious conduct of its students. It is our desire that students remain mindful of these; their affiliations cannot be separated from their conduct. Therefore, students are expected to behave well at all times with consideration for others in thought, word, and deed.

In the case of wrongdoing, DLCA leadership follows a biblical pattern of confession, repentance, restitution, and restoration of fellowship. DLCA administration will proactively engage parents in any disciplinary action.

We recognize that children are a gift and responsibility from the Lord (Psalm 127:3 and Proverbs 22:6). We wish to join with parents in their efforts to raise up children in the fear and admonition of the Lord (Ephesians 6:4). When discipline is necessary, parents may rely upon DLCA leadership to correct behavior in ways that will affirm biblical standards of fairness, justice, and the dignity of each child. All families must read and comply with the handbook, which contains expectations for conduct at DLCA. Students and parents must sign the honor code annually.

2.2. Honor Code

Desert Light Christian Academy promotes a biblical atmosphere of academic excellence, affirming that “The man of integrity walks securely, but he who takes crooked paths will be found out” (Proverbs 10:9). Seeking to develop students who will walk securely, DLCA requires that each student admitted to the school must annually sign an Honor Code statement. This provides a foundation for integrity and honesty in keeping with the mission and vision of DLCA.

- I will respectfully obey those in authority without argument (Romans 13:1-3).
- I will tell the truth in all circumstances (Ephesians 4:25).
- I will submit to and uphold the Statement of Academic Integrity (Proverbs 10:9).
- I will not steal nor damage the property of others (Matthew 7:12).
- I will honor my moral obligation to reveal the wrongdoings of others in these matters, encouraging each other towards truth, diligence, and admirable character (1 Timothy 4:12).

Students suspected of violating the Honor Code will meet with the appropriate administrator, who will contact parents as soon as possible. If substantial evidence exists, the principal will assign consequences. Violation of our Honor Code may result in 2 or more days of Out of School Suspension (1st offense). A second offense will be grounds for dismissal.

2.3. Statement of Academic Integrity

All students must uphold the following Statement of Academic Integrity.

“The work contained in this assignment is my own, and I have not received help from another person or by electronic or other means beyond that permitted by the instructor. I will not discuss the content with fellow classmates unless given permission by the instructor. Also, the work of others which I have used to inform my own work, as permitted by the instructor in charge, is adequately referenced and credited to them.”

2.4. Code of Conduct

DLCA seeks to reinforce Christian characteristics and attitudes in the lives of our students and will expect of students the following:

◆ Obedience to all authority

“Let every soul be subject to the governing authorities. For there is no authority except from God, and the authorities that exist are appointed by God. Therefore, whoever resists the authority resists the ordinance of God, and those who resist will bring judgment on themselves. For rulers are not a terror to good works, but to evil. Do you want to be unafraid of the authority? Do what is good, and you will have praise from the same.” (Rom. 13:1-3)

◆ Courtesy

“See that no one repays another with evil for evil, but always seek after that which is good for one another and for all people.” (1Thessalonians 5:15)

◆ Truthfulness

“Therefore, putting away lying, let each one of you speak the truth with his neighbor, for we are members of one another.” (Ephesians 4:25)

◆ Respect for the property of the school and other people

“Therefore, whatever you want men to do to you, do also to them, for this is the Law and the Prophets.” (Matthew 7:12)

◆ Responsibility in performing assigned or expected tasks

“And whatever you do, do it heartily, as to the Lord and not to men, knowing that from the Lord you will receive the reward of the inheritance; for you serve the Lord Christ.” (Colossians 3:23-24)

◆ Promptness

“See then that you walk circumspectly, not as fools but as wise, redeeming the time, because the days are evil.” (Ephesians 5:15-16)

◆ Morally upright conduct including language, relationships, & recreational choices

“Let no one despise your youth, but be an example to the believers in word, in conduct, in love, in spirit, in faith, in purity.” (1 Timothy 4:12)

In developing the above characteristics, students must adhere to the following:

- Students must obey instructions and exhibit respect towards faculty and staff, promptly and willingly, avoiding a negative tone and attitude.
- Students must refrain at all times from vulgar and offensive language.
- Students will exhibit courtesy when asking questions and participating in classroom discussions. Students must not detract from the learning environment.
- Students must refrain from meddling with the personal or assigned property of others.
- Students should work together to avoid destruction or defacement of school property in any form.
- Students should be honest and forthright in all their dealings with the staff and students at the school and its activities.
- Students may not leave school without reporting first to the school office.
- Students should not be in cars in the parking lot after arriving at school.
- As good stewards of opportunity, students must come to class prepared to learn.
- As a demonstration of respect, students should refer to all adults with the proper title (Mr./Mrs./Miss/Dr./Coach) both in and out of school. The above Christian characteristics are expected not only during school hours but also during any school-related event.

2.5. Conduct Policies

Education is defined as “the bringing up, as of a child, instruction; formation of manners. education comprehends all that series of instruction and discipline which is intended to enlighten the understanding, correct the temper, and form the manners and habits of youth, and fit them for usefulness in their future stations” (Webster’s 1828).

The establishment of moral character is paramount to all we do in and out of the classroom. With God’s word as our standard, we seek to instill Christian character in all areas of conduct. The following areas of conduct should guide students in their choices in and out of school. These areas include but are not limited to:

- ◆ Alcohol/Illegal Drugs/Tobacco Use
 - Student use of alcohol, tobacco or other drugs is illegal, and the use of these on or off the school campus will be grounds for dismissal.
 - Possession or use of electronic smoking (or, “vaping”) devices, on or off the school campus and regardless of whether the product contains nicotine or another illegal drug, will be grounds for dismissal.
 - The possession, use, or distribution of drugs on campus or at any school-related function is a serious offense, and appropriate disciplinary action will be taken.
- ◆ Weapons
 - Student possession, display or use of any dangerous weapon (including, but not limited to guns, knives, tasers, etc.) will be grounds for dismissal.
- ◆ Gambling
 - Gambling is not tolerated. Violation of this policy subjects students to disciplinary action.
- ◆ Hazing
 - Hazing is defined as subjecting someone to indignity, abuse, or threat. Violation of this policy subjects students to disciplinary action.
- ◆ Harassment
 - Harassment is defined as a course of conduct which annoys, threatens, intimidates, alarms, or puts an individual in fear of his or her safety. Harassment is unwanted, unwelcomed, and uninvited behavior that demeans, threatens, or offends the victim and results in a hostile environment. Harassment may include, but is not limited to, epithets, derogatory comments, lewd propositions, assault, impeding movement, physical interference, and visual insults, such as derogatory drawings. Violators are subject to disciplinary action.
 - A student can report an incident of harassment to any teacher, member of administration, or the Principal. Upon report, an investigation of the incident will begin immediately.
- ◆ Plagiarism
 - Plagiarism is the false assumption of authorship. A plagiarist wrongfully takes another person’s ideas and expressions and presents them as his or her own. This is a moral offense that directly reflects the character of the repeat student.
 - Teachers spend intentional class time explaining the nature of plagiarism. If a student commits plagiarism, the automatic penalty will be a grade of zero for that assignment. There are no exceptions to this rule.

DLCA DISCIPLINE POLICY

INFRACTION	DISCIPLINE
Alcohol / Drugs / Tobacco	Suspension pending Expulsion Hearing
Weapons	Suspension pending Expulsion Hearing
Gambling	Minimum 1-day ISS Repeated offenses: OSS, Expulsion Hearing
Hazing	Minimum 1-day ISS Repeated offenses: OSS, Expulsion Hearing
Harassment	Minimum 1-day ISS Repeated offenses: OSS, Expulsion Hearing
Plagiarism	Minimum 1-day ISS Zero grade on assignment Repeated offenses: OSS, Expulsion Hearing

* ISS = "In School Suspension

* OSS = "Out of School
Suspension"

2.6. Discipline

The goal of all discipline at DLCA is to partner with parents to disciple their children in the training and admonition of the Lord. Correction and discipline is designed for the benefit of our students and intended to guide them toward their need for God's grace in Jesus Christ.

"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." (**Hebrews 12:11**)

"The fear of the Lord is the beginning of knowledge, but fools despise wisdom and discipline." (**Proverbs 1:7**)

2.6.1. Classroom Discipline

Teachers strive to lead by example, imparting habits which promote learning and order in the classroom. Most often, teachers manage discipline at the classroom level. As necessary, teachers will notify parents of behavior problems, dress code infractions, or other conduct violations.

Conduct violations which interfere with classroom teaching and learning, as well as other violations (such as disobedience to the technology and dress code policies) will receive a Behavior Notice. A record of this form is entered into FACTS, and any student who receives three violations in an academic quarter will meet with the principal. Teachers may assign loss of recess/nutrition break or after school detention for conduct violations. If a student is assigned after school detention, parents must be notified one day prior to the detention.

For all students, repeated violations could result in further actions, including but not limited to administrative meeting(s) with parents present, suspension, or expulsion. Teachers will regularly communicate with the Principal to address these issues.

The following behaviors will automatically warrant discipline from the Principal or Admin Board. If the principal deems it necessary, he may bypass office visits or meetings and impose suspension immediately.

- Disrespect shown to any faculty or staff member.
- Dishonesty in any situation, including lying, cheating, and stealing.
- Rebellion or outright disobedience.
- Intent to physically harm another student.
- Obscene, vulgar, or profane language.
- Any other significant violation of the Code of Conduct or conduct policies.

2.6.2. Suspension

A suspended student may not attend class, participate in any extracurricular events, or represent the school in any manner during the term of his or her suspension. Students must complete all assignments and homework during their suspension. Students should be prepared to submit assignments and/or take tests upon returning to class.

In the case of an out-of-school suspension, parents will be notified and asked to pick up the student as soon as possible. When an in-school suspension is assigned, students will be separated from their peers and will either complete work independently or be assigned work duties as determined by the Principal and school administration.

If a student has been suspended (ISS or OSS) at least four times in a semester, any further conduct violations will be grounds for dismissal.

2.6.3. Expulsion

In extreme cases, a student may be permanently removed from the school. The parents of an expelled student may appeal the decision no later than fourteen days from the expulsion date. Should a student who was expelled, or who withdrew to prevent expulsion, desire to be readmitted to *Desert Light Christian Academy* at a later date, the Principal, in consultation with the Head of School and the Admin Board, will make a decision based on the student's attitude and circumstances at the time of re-application. If the application is declined, the parents have the right to appeal the decision in writing to the committee.

2.6.4. Off-Campus Behavior

Students may also be subject to school discipline for serious misconduct which occurs after school hours or off school property. Students represent DLCA and, more importantly, Christ, regardless of time or location. Failure to comply with conduct policies will result in disciplinary action.

If the principal desires to pursue expulsion due to serious off-campus misconduct, he will meet with the Head of School and a disciplinary committee to inform them, receive their counsel, and together make a final decision.

2.6.5. School Culture

The school reserves the right to expel a student who has a significant negative influence on other students. Examples of such behavior include, but are not limited to, student romances, disobedience to parents, love of worldliness, a surly attitude, and any other ongoing attitudes reflecting a clear disregard for scriptural standards.

If the school exercises this option, the administration will meet with both the parents and the head of school. The head of school will make the final decision. The parents will then have the ability to withdraw their student in order to prevent expulsion.

3. Admissions

3.1. Overview and Philosophy

DLCA is a discipleship school, which has a direct impact on the students we accept for admission.. As a ministry of our church, with a discipleship focus, we admit Christian families who share our values, so that we can continue the training taking place at home. In our experience, when students from a godly home and a Bible-believing church receive a discipleship education, an incredible transformation occurs!

3.2. Re-Enrollment

Qualified returning students will be given priority in enrollment. The school may decline to re-enroll a student based upon academic performance or conduct by the student or his or her family which the school deems to be detrimental to its mission.

Re-enrollment for returning students will begin online in March through the school's online records system, FACTS.

3.3. Statement of Non-Discrimination

Desert Light Christian Academy admits students of any race, color, and 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, or national and ethnic origin in administration of its educational policies, admissions policies, athletic, and other school-administered programs.

3.4. Financial Guidelines

"To whom much has been given, much will be required." (Luke 12:48)

DLCA sincerely believes in the admonition of this verse as it guides the school in the prayerful and responsible use of tuition, fees and donations. Likewise, the school prayerfully considers that all financial policies will guard and guide the successful operation of the school in pursuit of its mission.

3.4.1 Financial Obligations

Enrollment is contingent upon an absence of outstanding debt to previous school(s) attended. Payment of tuition and fees is to be made in accordance with the tuition schedule. All enrollment, assessment, tuition and fees are non-refundable, except as expressly provided in this Handbook. DLCA fully expects all parents to honor financial commitments made with the school. DLCA school plans its budget based on student enrollment, and our expenditures do not typically decrease based on the withdrawal of a student. The following policies govern all issues regarding tuition, fees, and refunds.

Desert Light Christian Academy uses the FACTS Family Portal to manage our tuition payment plans and incidental billings. The FACTS Family Portal login page can be found on the DLCA website on the main menu. The District Code is **DL-AZ**. As part of the

DLCA enrollment process, new families will create an account login and password. All families must select one of the following DLCA automatic withdrawal tuition payment plans:

- **ESA Quarterly Plan** (This plan should be selected if you are using the ESA Universal Voucher to pay tuition. Families will be invoiced at the beginning of each school quarter.)
- **Pay in Full** (Payment occurs at time of enrollment.)
- **Semi Annual Plan** (Payment must be made at the start of each semester.)
- **Monthly Payment Plan** (This plan runs from July to April on either the 10th or the 25th of the month.)

Tuition paid through ESA will be invoiced quarterly. The invoice should be uploaded to ClassWallet with our school selected as the ESA Vendor. The ESA program will then pay the school directly.

Tuition payments through FACTS automatically process from your designated financial account on the scheduled payment date. You may choose to have your payments drawn from an ACH Checking or Savings Account or from a Credit or Debit Card.

- There is an enrollment fee for online payments through FACTS (\$25 for 1-2 payments, \$55 for 3+ payments).
- There are no service fees with the ACH option.
- There is a service fee per payment for Credit or Debit Card (VISA, AMEX, MasterCard or Discover).

Incidental fees such as extended care, after school enrichment programs, and sports, are in addition to the tuition amount and billed as incurred on a monthly basis. These fees may be paid online, by phone, or automatically through the Auto Pay option on FACTS. A \$30.00 fee will be assessed by FACTS for all tuition drafts rejected for non-sufficient funds; the returned payment will be reattempted 15 days later. If payment is returned a second time, please contact the Finance Office and make arrangements for payment in person. A \$50 late fee will be assessed if payment is not received by the end of the school day on the payment due date. These fees will be added to the next regularly scheduled payment during the following month. On the first instance of a late payment, however, DLCA will waive the fee. If tuition has not been paid by twenty calendar days after the due date, a warning letter will be sent; student(s) will not be able to attend school beginning on the first school day of the next month, unless the balance is paid in full prior to this date.

Students whose accounts become two months past due will be administratively withdrawn from the school, and ten days afterwards, their place(s) will be made available to other approved applicants. Such students will not be eligible for re-enrollment until all past due balances have been paid.

If there is an unforeseen financial hardship that temporarily prevents a family from meeting their financial obligations to *Desert Light Christian Academy*, it is important that the family promptly contact the office to discuss payment options. DLCA will make reasonable efforts to cooperate with families. Please note that final report cards will not be given to a student or family, nor will records be released/transferred to another school, unless all account balances are paid in full and all books and materials belonging to *Desert Light Christian Academy* are returned in acceptable condition.

3.4.2. Students Entering Mid-Year

Tuition for students enrolled after the school year has commenced will be reduced as follows:

- Admission in Quarter One: No discount
- Admission in Quarter Two: 25% discount
- Admission in Quarter Three: 50% discount
- Admission in Quarter Four: 75% discount

3.4.3 Withdrawal/Tuition Refund

If a student withdraws from school during the school year, the following is required prior to an effective withdrawal:

- Completion of an official withdrawal form, available in the DLCA
- Office, requiring parent, teacher(s) and administration staff signatures.
- Return of textbooks to the teacher(s).
- Payment of any outstanding tuition (please contact the office for account balance information)
- Payment of any outstanding fees, including, but not limited to, enrichment classes and extended care.

The reconciliation of financial obligations must be cleared through the office. A student's records will not be released to any other schools if the above requirements are not met.

Contingent upon completion of a proper withdrawal, a family's financial obligation may be adjusted according to the following withdrawal schedule, provided that the family provides at least 30 days notice of withdrawal date to the school office.

- Withdrawal during quarter one: 25% of total yearly tuition is due
- Withdrawal during quarter two: 50% of total yearly tuition is due
- Withdrawal during quarter three: 75% of total yearly tuition is due
- Withdrawal during quarter four: 100% of total yearly tuition is due

Any tuition payments made above the adjusted financial obligation will be refunded. If a family fails to provide advanced notice of early withdrawal, the financial obligation will be adjusted based on the notification date + 30 days in order to determine the contract withdrawal date.

4. Academic Policies

4.1. Homework

At *Desert Light Christian Academy*, independent work is a crucial component of the learning process. The purpose of homework is to equip students with the necessary skills for learning and to reinforce concepts presented during the school day. Parents should expect their child to generally have homework assignments at least twice a week. While parents may encourage and assist in a student's effort, homework is ultimately a representation of the students' efforts. Sharing homework, unless specifically permitted, violates the Honor Code.

4.2. Grading

4.2.1 Elementary (Grades K-4)

Students are given a separate score for each subject and skill area as follows:

E – Excels

M – Meets

S – Satisfactory

N – Needs Improvement

4.2.2 Middle School (Grades 5-8)

Desert Light Christian Academy uses the following percentile grading scale for academic letter grades:

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

4.3. Extracurricular Activities Policy

Extracurricular activities are DLCA-sanctioned activities intended for student enrichment beyond the academic curriculum. As such, participation in such activities is considered voluntary.

- Extracurricular activities may not take priority over the academic program at DLCA.
- The purpose of all such activities must conform to the DLCA philosophy and standards.
- Expenses for such activities will be paid by participant fees or PTO funds, unless funds are specifically included in the DLCA annual budget.

4.4. Transcript

DLCA students in middle school may request official or unofficial transcripts from the office. These will typically be sent directly to colleges or potential employers. Families who wish to request a transcript must make this request at least seven academic days in advance of the due date.

4.5. School Records

DLCA maintains cumulative academic, attendance, disciplinary, and health records for each student. This material is confidential and only accessible by permission of the administration.

Information contained within the student's permanent record will be distributed to the following:

- Parents and students by written request of the parents.
- Prospective employers by written request of the parents.
- Colleges, universities, and military services by written request of the parents.
- Police by parental permission or by warrant. Parents will be immediately notified.

5. Dress Code

The dress code at DLCA establishes a particular protocol within our school community. The DLCA administration has chosen specific requirements to maintain standards within our school. Students and parents are responsible for meeting these requirements. The dress code is designed with the following goals in mind:

- To encourage a biblical attitude of modesty and humility.
- To maintain student behavior and productivity.
- To promote a positive impression of our school within the larger community.

In the case of a dress code violation, teachers will notify parents of dress code infractions. Parents may be asked to bring a change of clothes for the student.

5.1. General Guidelines

- A school shirt must be worn at all times during school hours and while attending school functions unless authorized by the administration (Spirit days, special activities, etc.)
- All clothing must be clean, properly fit and modest.
- Pants must be worn at or near the waist.
- No holes or writing are permitted on clothing.
- Undergarments should not be visible except in the case of undershirts at the neckline.
- Skirts, skorts, and shorts should be of modest length. Administration has the final say in what is appropriate.
- Outerwear (jackets, hoodies, etc.) must be removed when in the building.
- Hats, beanies, etc. may not be worn indoors.
- Shoes must not have rollers or cleats.
- Shoes must have closed toes and backs.

5.2. Grooming

- Hair must be of a natural color, neatly groomed, and kept out of the eyes.
- Personal hygiene should be maintained, including regular bathing and deodorant as age-appropriate.

6. Communication

6.1. Communication between Parents and Teachers

A student's success at DLCA depends on open communication between parents and the school.

Parents wishing to contact faculty may leave a message in the front office or contact teachers directly via email. Teachers will return emails within twenty-four hours during the school week.

Regular communication between teachers and parents is critical for the success of the student and for building a supporting relationship with the family. Teachers will work to foster open and helpful communication between the home and classroom.

6.2. FACTS Family Portal

DLCA uses FACTS to enhance communication with our families. The FACTS Family Portal is a web-based Student Information System (SIS) that contains the student's official records for attendance, grades, service hours, discipline, transcripts, and more. Parents can view information about their children's grades, assignments, and a parent directory. Parents must ensure that our office has a current email address for your family. Our district code is **DL-AZ**.

6.3. Conferences

At the end of quarter one, parent-teacher conferences will be held for students in grades K-8. Additional conferences will be scheduled as needed. Parents are encouraged to be proactive in developing an ongoing dialogue with all teachers.

7. Institutional Guidelines

7.1 Attendance

Class attendance is essential for student success. Even justifiable absences often negatively affect a student's grade because of missed class time. Since absence from class is detrimental to a student's performance, and since students often find it difficult to catch up on missed work, parents should allow their children to miss school only for the most worthy of reasons.

7.1.1. Unexcused Tardies

Two important disciplines taught at Desert Light Christian Academy are promptness and preparation (as outlined in the code of conduct). A pattern of tardiness or lack of preparedness for class will jeopardize a student's success at Desert Light Christian Academy. The morning bell will ring at 7:45 a.m., and class instruction will begin promptly. Students must be in their classrooms at the beginning of class. Warning letters will be sent home after the tenth tardy and excessive tardiness will result in disciplinary action

7.1.2. Leaving Campus During the School Day

If students must leave during the school day, a parent must sign them out in the school office. Only parents and authorized individuals may sign out students during school hours. An authorized individual refers to a person specifically designated as such and must be approved in writing by the parent.

7.1.3. Absences

When a student is absent for an unforeseen reason, such as an illness, the parent or legal guardian must call or email the school office by 9:00 a.m. providing their name, the name of student, and the reason for absence.

7.1.4. Absence from DLCA Programs

Programs such as concerts and field trips are an important part of a student's experience at DLCA. These events are mandatory for all students, as they contribute to and enrich the DLCA experience and further the school's mission.

If a student is unable to attend an event, a make-up assignment may be given at the discretion of teachers and the school administration. This provides students with an opportunity to benefit from the skills and lessons imparted through such programs.

7.1.5. Maximum Absences

Ten or more absences in one school year, including excused absences, is considered excessive. A meeting will be scheduled or a notice sent to the parents of any students with more than five absences. The school reserves the right to review a student's enrollment status based upon attendance record. Please note that a tardy of over one hour will be considered an absence and marked as such.

7.1.6. Make-up work

All work missed due to an absence must be made up. Work missed due to a planned absence must be submitted upon returning to school. For days missed due to illness, all assignments must be completed within the number of days missed.

7.2. Drop Off/Pick Up Guidelines

7.2.1. Student Drop Off

- Students are to arrive after 7:15 a.m. and before 7:45 a.m. There is no supervision of students before 7:15 a.m.
- Parents must park in the designated parking areas and walk their child to the playground area.
- Students arriving after 7:45 a.m. must obtain a tardy slip from the office before entering the classroom.

7.2.2 Student Pickup

- The DLCA school day ends at 3:30 p.m. Students will be ready for pick-up from 3:30 p.m. to 4:00 p.m.
- Parents must park in designated parking areas. Parents who pick-up their student must give verbal confirmation to school staff. Only persons authorized by the child's parents will be allowed to pick up the child. If an unauthorized person attempts to pick up a student, or if the school has not received written authorization by the parent, that student will not be released until proper authorization can be obtained.
- Students who remain at school after the 4:00 p.m. pick-up time will automatically be signed into our After School program, which ends at 5:00 p.m. A fee of \$2 per student per day will be assessed.

7.3. Campus Facilities

7.3.1. Buildings

During the school day, campus doors are locked. All visitors must sign in at the office in the rear of the building. Any items which are being dropped off for a student must be left in the office.

7.3.2. Boundaries

Desert Light Christian Academy is a closed campus school, meaning that students are restricted from leaving campus during school hours without parent or teacher supervision. Students are required to remain on campus during the school day. Students may not go into the parking lots without permission.

7.3.3. Campus Visitation

Parents and other visitors on campus are considered guests and must stop at the school office, sign the guest log, and obtain a visitor badge before entering the school campus or a classroom during school hours. Any guest on campus without a visitor badge will be asked to return immediately to the office or leave the campus.

7.3.4. Cleanliness

Cleanliness of a campus reflects the respect and stewardship of its students. Each student should take responsibility for picking up any trash he or she notices on campus.

7.3.5. Food and Drink

Students are to eat only during designated times, typically during breaks and lunch; upon occasion, teachers may allow students to have a snack during class time. Students are permitted to bring water bottles (containing water) to class. Students may not chew gum at school.

7.4. Field Trips

7.4.1. Field Trip Overview

The DLCA experience extends beyond the classroom through various field trips each year. Faculty members and parent volunteers supervise these excursions, and parents provide transportation and additional supervision.

7.4.2. General Guidelines

Teachers must take a first aid kit and a copy of students' emergency care forms on any school-sponsored activity. Siblings or children not in the class are not permitted on school-sponsored trips or activities, unless authorized by the teacher. Volunteer drivers and their cars will be used unless the school has arranged for special group transportation. Students may not drive during school-sponsored activities.

7.4.3. Field Trip Leadership

DLCA faculty members are the official leaders on all field trips. They will make all decisions as to itinerary, agenda, logistics, and attire. Logistical matters may be delegated to parents. Parents are not, however, to alter the plans in any way unless they arrange changes before the trip. All adults are expected to respect the authority of DLCA faculty. Chaperones should immediately report to DLCA faculty any behavior or activity which poses a threat to any student or is otherwise unacceptable.

7.4.4. Legality and Liability

All chaperones and drivers on field trips must be at least twenty-one years of age and approved by the DLCA administration. The driver and owner of any automobile that is used must depend on their own insurance coverage for the purpose of covering their liability and damages to their vehicle.

Both the owners and drivers of vehicles assume full legal and financial responsibilities for the operation of their vehicles and full legal and financial responsibilities for the safety of the passengers. The liability arising out of the use of a vehicle is the sole responsibility of the owner (first) and the operator (second).

7.4.5. Safety

While traveling, drivers will observe posted speed limits and require that all their passengers wear seat belts. Drivers are never allowed to stop to assist another motorist while transporting students. Drivers should stay with the pre-planned route. Students may never be left alone with or near a vehicle. Drivers will not allow or participate in distracting or potentially dangerous activities in a vehicle. Chaperones may not drink alcoholic beverages or use tobacco products at any time during school-sponsored trips.

7.4.6. Decorum/Deportment

Personal music devices or electronic games may not be brought to any school-sponsored trip or event. For school-sponsored parties, DLCA staff must approve music choices according to school guidelines. All adults are required to set a proper example for students. Every adult must model appropriate decorum including courtesy, tactfulness, graciousness, and self-control in all settings. Chaperones will see that students assume the same responsibilities on an event as they do during a regular school day. Students are expected to listen attentively to presentations, speak and act respectfully to each other and to adults, and obey instructions of the teacher, chaperones, and tour leaders promptly and cheerfully. Student misbehavior will result in such discipline as deemed appropriate by staff, as well as such discipline as may be necessary upon the student's return to school following the trip or activity.

7.5. Electronic Usage

Desert Light Christian Academy reserves the right to review, in its sole absolute discretion, any files stored on the school's computers or servers, a student's Internet history, or e-mail communications. DLCA is not responsible for any information that may be transmitted or received via-mail or Internet usage. Please remember that the use of technology at *Desert Light Christian Academy* is a privilege, not a right.

7.5.1. School Telephones

If a parent needs to contact their student during the school day, the call should be made to the school office rather than to the student's cell phone. Similarly, outgoing calls made by students must go through the school office, except in extenuating circumstances.

7.5.2. Cell Phones

Students may not use cell phones at school during school hours. Cell phones should be checked in to the teacher at the start of the school day and will be returned at the end of the school day. If a student is found to have a phone after they have been collected, it will be taken to the office until a parent retrieves it from the school office. A student who is found with a phone the second time will receive a suspension.

7.5.3. Other Electronic Devices

Personal laptops, music players, gaming devices or other technology items should not be brought to school. Any student found to have a personal electronic device will have it confiscated and will be able to retrieve it from the school office at the end of the school day. Upon a second offense, the student will receive a suspension.

Students may bring academic electronic devices such as calculators which their teacher has deemed necessary for class. Electronic readers such as Kindles, which do not have internet functionality, may be used with teacher permission. Games may not be played on any electronic device. Failure to comply will result in forfeiture of the equipment until it is retrieved by the student's parents.

7.5.4. School Computer and Copier Usage

Computers and tablets are available to students for educational use only, including classroom work, assignments, and self-directed learning, in keeping with the mission of DLCA. Students will be supervised at all times. Printers and copiers may be used only when authorized by the classroom teacher. The use of school computers is a privilege that will be revoked from a student who does not comply with the following computer use guidelines:

- Students may not download or access gaming software or music, nor may they participate in social networking via school computers.
- Students may not use the school network for any illegal, immoral, or unethical activity.
- Students may not degrade, disrupt, or modify the equipment or system performance.
- Students may not vandalize the data of another user.
- Students may not gain unauthorized access to resources or invade the privacy of others, including attempting to circumvent the web filters installed on a computer.
- Students may not post, download, or view rude or inappropriate messages or pictures.
- Students may not download viruses or attempt to circumvent virus protection programs.
- Students may not use equipment or technology for non-school activity.

7.5.5. Social Media and Online Communication

For DLCA students, online interactions are to be viewed no differently from interacting with individuals face-to-face. As a result, DLCA students must adhere to the Code of Conduct in any social media interactions or messaging. Students will be disciplined for engaging in communications that violate DLCA's expected standards of conduct, whether in person, online, or through a messaging platform. Significant violations of the Code of Conduct in online communications may lead to expulsion.

School faculty and staff may not initiate friend requests to students. Employees may not initiate or facilitate any private or isolated types of communication with students which may be interpreted as unprofessional.

7.6. Health

Desert Light Christian Academy is committed to doing whatever is necessary to ensure that students are healthy in school. Parents should ensure that students are feeling healthy and free from illness. It is recommended that students are well rested and well-nourished when they arrive at school each day.

7.6.1. Medical Status

It is the parents' responsibility to inform the school in writing of any medical condition(s) a student may have, such as allergies, physical limitations or chronic illnesses. It may be necessary for the parents to meet with the school administration and their student's teacher to discuss their student's medical condition and any special needs.

7.6.2. Medicine Authorization

Desert Light Christian Academy will only administer medication to a student when a signed 'Authorization to Dispense' form has been submitted by the parent. This form allows over the counter medication to be dispensed to a student who requires it or is in pain. If a child has prescription medication to be administered at school on an ongoing basis, an additional form is required that must be completed by the student's parent and physician. This form can be obtained at the school office.

All medications must be stored in the school office. Students are not permitted to carry medication or vitamins on campus. This includes any over the counter medications such as cough drops, aspirin, and other cold remedies.

7.6.3. Illness or Injury at School

Parents are notified immediately of any sudden illness or serious injury that occurs at school. Therefore, it is important that the emergency contact information on record with the school office is current at all times. If this information changes at any time during the school year, please inform the school office at once and have the student's record updated. In the event of an emergency, if emergency contact(s) cannot be reached, DLCA will obtain appropriate medical care for the student.

7.6.4. Contagious Illness

Children having been diagnosed with a communicable disease should not be sent to school. Notify the office of the diagnosis. Parents of children exposed to these illnesses will be contacted.

Additionally, children with one or more of the following symptoms should not attend school:

- Fever
- Chills
- Cough
- Shortness of breath
- Difficulty breathing
- Fatigue
- Muscle or body aches
- Green nasal discharge
- Headache
- Recent loss of taste or smell
- Sore throat
- Congestion or runny nose
- Nausea
- Vomiting within 24 hours prior to school hours
- Diarrhea within 24 hours prior to school hours
- Body temperature of 100.5 degrees Fahrenheit or greater

Students should remain home for a minimum of 24 hours after resolution of fever and until the improvement of other symptoms.

7.7. Photography and Publicity

DLCA students are often photographed and video recorded. These photos and videos may be used to promote the school. If a student or family does not wish for such media to be used in school publications or promotions, please notify the school office in writing.

7.8. School Closings and Classwork

DLCA's practice is not to make up for canceled school days. Since we do not make up missed time, we must make the most of the time we do have. When school is canceled, teachers may send homework for the students to complete that day. We expect families to check their email and complete such assignments. Our goal is to maintain forward progress so that students will be prepared, upon return, with the skills and concepts to redeem that time.

7.9. Textbooks and Equipment

Textbooks and school equipment must be cared for with extraordinary attention. Appropriate care for these things demonstrates maturity and stewardship. Textbooks which are defaced in any way will be replaced by the student responsible. Equipment which is damaged will be replaced by the student responsible.

DLCA Parent-Student Handbook Acknowledgement

I affirm that I have read the *Desert Light Christian Academy* Parent-Student handbook in its entirety prior to the 2024-2025 school year. I agree to uphold these guidelines and to partner with DLCA in working to fulfill the mission and vision of the school. I have also discussed all relevant policies and procedures with my child(ren), ensuring that they understand what is expected of a DLCA student. I further understand that the school reserves the right to modify, supplement, rescind or revise any provision, benefit or policy from time to time, with or without notice as it deems necessary or appropriate.

In addition, I have comprehensively discussed the Honor Code with my child(ren).

Parent #1 name (at least one required)

Parent #1 signature

Date

Parent #2 name

Parent #2 signature

Date

I affirm that I have read the DLCA Parent-Student handbook in its entirety prior to the 2024-2025 school year. I agree to uphold these guidelines, and I have discussed all relevant policies and procedures with my parents. I understand what is expected of a DLCA student.

- I will respectfully obey those in authority without argument (Romans 13:1-3).
- I will tell the truth in all circumstances (Ephesians 4:25).
- I will submit to and uphold the Statement of Academic Integrity (Proverbs 10:9).
- I will not steal nor damage the property of others (Matthew 7:12).
- I will honor my moral obligation to reveal the wrongdoings of others in these matters, encouraging each other towards truth, diligence, and admirable character (1 Timothy 4:12).

Student name

Student signature

Date

Electronic Information Services User Agreement

Details of the user agreement shall be discussed with each potential user of the electronic information services. When the signed agreement is returned to the school, the user may be permitted use of EIS resources.

Terms and Conditions

Acceptable use. Each user must:

- Use the EIS to support personal educational objectives consistent with the educational goals and objectives of Desert Light Christian Academy (DLCA).
- Agree not to submit, publish, display, or retrieve any defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, or illegal material.
- Abide by all copyright and trademark laws and regulations including but not limited to music and videos.
- Not reveal home addresses, personal phone numbers or personally identifiable data unless authorized to do so by designated school authorities.
- Understand that electronic mail or direct electronic communication is not private and may be read and monitored by school employed persons.
- Not use the EIS for commercial purposes.
- Not attempt to harm, modify, add/or destroy software or hardware nor interfere with system security or content filtering systems.
- Devices may only be used to access computer files or internet sites which are relevant to the classroom curriculum.
- Students shall not record, transmit, or post photos or videos of person or persons on campus during school hours or during school activities, unless otherwise allowed by a teacher.
- Understand that inappropriate use may result in cancellation of permission to use the educational information services (EIS) and appropriate disciplinary.
- Understand that student's Internet activity will be filtered and monitored. The student gives up their right to privacy when using DLCA devices and any device brought onto our campus.

Devices. This agreement includes all devices on campus, including those brought on campus by students and staff. DLCA is authorized to collect and examine any device that is suspected of causing technology problems or was the source of a network attack or virus infection. Any device collected in such a way will have the device unlocked if needed.

Personal responsibility. I will report any misuse of the EIS to the administration or system administrator, as is appropriate. I understand that many services and products are available for a fee and acknowledge my personal responsibility for any expenses incurred without DLCA authorization.

Network etiquette. I am expected to abide by the generally acceptable rules of network etiquette. Therefore, I will:

- Be polite and use appropriate language. I will not send, or encourage others to send, abusive messages.
- Avoid disruptions. I will not use the network in any way that would disrupt use of the systems by others including but not limited to downloading/streaming large files, music, or videos without permission from a teacher.

DLCA specifically denies any responsibility for the accuracy of information. While DLCA will make an effort to ensure access to proper materials, the user has the ultimate responsibility for how the electronic information service (EIS) is used and bears the risk of reliance on the information obtained.

I understand and will abide by the provisions and conditions indicated. I understand that any violations of the above terms and conditions may result in disciplinary action and the revocation of my use of information services.

Name (printed) _____

Signature _____ Date _____

The user agreement of a student who is a minor must also have the signature of a parent or guardian who has read and will uphold this agreement.

Parent or Guardian Cosigner

As the parent or guardian of the above named student, I have read this agreement and understand it. I understand that it is impossible for DLCA to restrict access to all controversial materials, and I will not hold the School responsible for materials acquired by use of the electronic information services (EIS). I also agree to report any misuse of the EIS to a DLCA administrator. (Misuse may come in many forms but can be viewed as any messages sent or received that indicate or suggest pornography, unethical or illegal solicitation, racism, sexism, inappropriate language, or other issues described in the agreement.)

I accept full responsibility for supervision if, and when, my child's use of the EIS is not in a school setting. I hereby give my permission to have my child use the electronic information services.

Parent or Guardian Name (print) _____

Signature _____ Date _____