

# *Dominion Equippers Handbook*

## *2023/2024*

*Equipping Homeschool Families for Kingdom Advancement*



**Dominion**  
**EQUIPPERS**

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Open to me the gates of righteousness, that I may  
enter through them and give thanks to the LORD.

Psalm 118:19

### *Vision & Purpose*

Dominion Equippers is a community of Christian homeschool families endeavoring to practically incorporate Christian beliefs, principles, and expression into academic pursuits and life skills. The academic emphasis of Dominion Equippers' classes is to see every subject summed up in Christ and to be fruit from the Tree of Life and simply not another form of knowledge of good and evil. Families network by using their gifts to serve one another. The community aspect encourages transformation towards Christlikeness. The ultimate goal is to partner with homeschooling families to provide Christian homeschool students with academic excellence and Biblical character.

*Dominion Equippers does not discriminate on the basis of race, color, national, or ethnic origin in the administration of its policies or programs.*

**817.975.8979**

**[www.dominionequippers.com](http://www.dominionequippers.com)**

# *Leadership Team*

## *Board of Directors*

**Camille Baker** – Behavioral Discipline, Security/Facilities, Science  
**Jessica Jackson** - TT–2nd, Social Studies, PE & Life Skills, DE Interest  
**Terri Keller** – Accounting, Math, Hospitality, Testing  
**Kortney Scott** - Fine Arts, Vital Partners, Admin Asst., Graduation  
**Dorlisa Thrower** – Language Arts, Graduation, Foreign Language  
**Shelly Wilson** - Administration, Registration, Communications, Billing

## *Coordinators*

**Kerri Arredondo** – Vital Partners/Teacher Subs/DE Phone  
**Patty Carranza** – Homework Room (PM)  
**Alicia Fakhari** - Fine Arts  
**Vickie Fredericks** - Library  
**Amanda Jones and Kortney Scott** –Yearbook  
**Garry Jones** - Security  
**Stephanie Macomber** - Hospitality/Special Events/Lunch  
**Sarah Mapes** - Teachers' Tots  
**JoBeth Mogler** - Math  
**Kenneth Ottino** – Closet/General Supply Repair  
**Lesli Rasor** – Teen Time  
**Monya Ratliff** – PreK–2nd Grade  
**Tracy Romo** - Hospitality/Special Events/Snack Bar  
**Erin Sanchez** - Catering/Event Coordinating  
**Debra Taramona** - Assessments  
**Ray Thrower** – Facilities Set-up  
**Shane Toon** - Facilities  
**Lanie van Werkhoven** - Science Fair  
**Keller Wilson** - Facilities Take-down

This document is intended to be a set of guidelines relating to general policies and procedures. This document in no way precludes directors, coordinators, or teachers from making decisions believed to be in the best interest of those involved. If you have a concern, please discuss it with a director. The DE Board reserves the right to adapt each policy according to individual needs and issues.

Parents and students (7th grade and above) will be required to sign a covenant stating that our policies have been read and understood. Every member must agree to each covenant to remain in partnership with Dominion Equippers.

# *Statement of Belief*

Only one true God exists as three persons: Father, Son, and Holy Spirit.

## **God the Father**

God the Father is the Creator of all things. God creates man in His image. After the rebellious fall of man, God so loved the world that He sent His only Son to redeem man back into fellowship with Him! God is love! He is merciful, compassionate, slow to anger, and abounding in goodness!

## **Jesus Christ**

Jesus Christ is God. Jesus dwells with the Father and the Holy Spirit from before creation. All things are made through Jesus. Jesus left heaven to come to earth in bodily form. Jesus was born of the virgin Mary through the supernatural work of the Holy Spirit. Jesus lived a sinless life!

Jesus willingly chose to lay down His life to receive on Himself, once and for all, the wages of the sin of mankind by submitting to a very real, cruel death by crucifixion. Since we all have sinned and fallen short of the Glory of God, Jesus' blood being poured out unto death bought back our redemption to restore us to an awesome, loving, Glory of God fellowship.

Jesus rose from the grave in bodily form after three days. He taught, visited with, and was physically seen by multitudes between His resurrection from the dead and ascension to heaven forty days later. Jesus exists forever, simultaneously, as the Son of God and the Son of man. Jesus will be the final judge of the living and the dead. Those who experientially know Him will spend eternity in the Glory of the Heavenly Realm worshipping, loving, and knowing Him more! Those who do not know Him will be cast into a literal, fiery hell.

## **The Holy Spirit**

The Holy Spirit is God. The Holy Spirit has manifested His presence on people all throughout biblical history. The Holy Spirit was witnessed descending and remaining on Jesus at His baptism. After ascending to heaven, Jesus sent back the Holy Spirit to indwell in those who believe in and submit to His Lordship. The first corporate expression of the fullness of the Holy Spirit indwelling in believers occurred at Pentecost, fifty days after Jesus' ascension. The Holy Spirit is our Comforter, Teacher, and Friend. The Holy Spirit is sent to reprove sin, righteousness, and judgment, continually empowering Christ-like transformation. The process of maturing in the Spirit is evidenced by the fruits and gifts of the Holy Spirit being expressed through mortal men, doing the works that Jesus did. The Holy Spirit is the source of power-filled ministry.

## **The Bible**

The Old and New Testaments of the Bible are God's infallible, inspired Word. The Scriptures are the ultimate authority forever. The Bible is the true source of all instruction, correction, and reproof.

## **Salvation**

Salvation is a free gift of God bought by Jesus' death on the cross. Salvation is available to all who heartfully believe that Jesus died on the cross for their sins and confess with their mouths that He is Lord! Salvation is evidenced by repentance and confession of Jesus as your personal Lord. Salvation, through Christ Jesus, delivers us from walking in spiritual darkness as slaves to sin to being translated into the glorious kingdom where we begin to know, love, and experience personal interaction with the Lord God Almighty! From the moment of salvation, the lifelong outworking of Christ in us, the Hope of Glory, begins. The first earthly demonstration of the power of the cross was that the temple curtain surrounding the Holy Place was torn, unveiling the Glory of God, thus providing access to God's very presence by simply believing in the work of Jesus on the cross. Life in Christ is the progressive, unveiling reality of adoption and inheritance in the glorious kingdom of God's beloved Son.

## **Present-Day Ministry**

"Jesus Christ is the same yesterday and today and forever" (Hebrews 13:8). Believers are left on earth after salvation to participate in doing the works that Jesus did by the power of the Holy Spirit to advance His kingdom coming on earth as it is in heaven. The gates of hell shall not prevail against the advancing church. All the biblical gifts and ministries of the Holy Spirit are readily available to go and make disciples of all nations. Love, not performance, is the truest motivation for ministry.

## **Biblical Family & Marriage**

Marriage that is biblically ordained is between one man and one woman. Homosexuality, adultery, pornography, and fornication are sins.

## **Gender Identity**

Before any person was one day old, the One, True, All-knowing, Sovereign, Wise, Creator God wonderfully formed him or her. God chose and fashioned each person's gender. True identity is found in Christ Jesus as our Lord and Savior.

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# *POLICIES & PROCEDURES*

## **Advertising**

Members may email information to those they know personally and those whose emails they would have had anyway (apart from DE) as long as it is clear that it is not being sent on behalf of DE. Members are welcome to advertise things directly related to homeschooling (i.e., used curriculum sales, etc.) on our members-only DE Facebook/Buy-Sell-Trade page.

## **Allergy Notifications**

Parents are responsible for providing each teacher a written notification of any allergies experienced by their child(ren) at the beginning of each semester. Because of possible allergies, no pets are allowed on campus. You must have DE Board approval to bring service animals onto campus. Parents should make sure their official oversight, if applicable, knows about all allergies.

## **Age Requirements & Grade Levels**

Elementary students are defined as grades PreK-6. Age/grade requirements are listed below. By September 1st of the upcoming fall semester:

- PreK students must be age 4.
- Kindergarten students must be age 5.
- 1st-grade students must be age 6.
- 2nd-grade students must be age 7.
- 3rd-grade students must be age 8.
- 4th-grade students must be age 9.
- 5th-grade students must be age 10.
- 6th-grade students must be age 11.

7th-12th grade students may register for grades that are higher than their academic age. The DE Board reserves the right to override this decision if problems are identified.

## **Attendance & Tardies**

Parents must email each teacher, including the Homework Room coordinator, when a student will be absent. Missing more than **three** days of a one-day/week class or **five** days of a two-day/week each semester may cause removal from DE classes. Tardies that are later than ten minutes will be counted as an absence. Quizzes missed due to being tardy may or may not be made up at the teacher's discretion.

It is the family's responsibility to contact the teacher regarding make-up work. Each teacher has a late work policy. It is the family's responsibility to be familiar with the policy of the class. DE has very short semesters, so please schedule your family's vacations accordingly. It is often difficult, if not impossible, for students to recover from missing class lectures and classwork.

## **Building Maintenance and Cleanup**

A director should be notified immediately if anyone is seen being negligent or abusing the facilities in any way or if anything is found damaged or destroyed. This includes taking care of the tables and chairs. **Parents are financially responsible for any damage to the facilities caused by their children even if the damage was caused accidentally. Students may not re-enroll in classes until all fines have been paid. Intentional vandalism is grounds for removal.**

## Class Cancellation Policy

When inclement weather or a health crisis occurs, DE will decide whether to hold classes the next day. Families will be notified by email and mass text as soon as the decision has been made. This communication will occur no later than 6:00 a.m. on that school day. When classes are canceled, teachers will communicate with their classes regarding how to make up the missed work. We will not hold an inclement weather make-up day. We do not follow the lead of any local school districts.

## Class Changes and Withdrawals

Classes may be dropped by the parents or the DE Registrar. Currently-enrolled students may add a class by contacting the DE Registrar at [admin@dominionequippers.com](mailto:admin@dominionequippers.com) during the first week of classes. This is subject to the directors' approval and class availability. When a student transfers to another class, the family must pay supply fees and tuition associated with the new class. Not every class accepts new students after the beginning of the school year.

Schedule changes completed more than **four** weeks before classes begin will not incur a penalty. **Class changes made after this time are subject to a \$25.00 per class change fee. The first two class changes are no charge. Each class change beyond two will be charged a \$25.00 administrative fee.**

For the fall registration, starting on July 15<sup>th</sup>, 50% of the tuition for a dropped class becomes non-refundable. That means if all classes are dropped, 50% of the total tuition will be non-refundable. If a class is dropped after the beginning of classes and before the second class meeting, 50% of the class tuition and the supply fee are non-refundable unless the class is canceled by DE. Classes dropped after the second class day **will not** receive a refund of any amount and must be paid in full since the semester budget and teachers' pay become set at that point.

### In Summary:

- 1) \$100.00 registration fee is non-refundable.
- 2) On July 15<sup>th</sup> (Fall) and Dec 15<sup>th</sup> (Spring), 50% of class tuition becomes non-refundable.
- 3) On July 15<sup>th</sup> (Fall) and Dec 15<sup>th</sup> (Spring) class supply fees also become non-refundable.
- 4) Once classes begin, 100% of the class tuition is non-refundable.

## Closed Campus & Campus Security

Students without a parent onsite are required to remain on campus from the time they arrive for their first class until their last class is over unless prior written approval has been granted by Camille Baker, the Director of Security & Facilities. Please detail the times the student is approved to leave and return. This permission needs to apply for the entire semester and cannot be accommodated off and on.

DE employs security officers. In addition, students (MS/HS), parents, and all staff are required to wear ID cards and lanyards while on campus. If forgotten, the admin desk can issue a temporary sticker up to two times. On the 3rd time, and/or if the ID cards become lost, a \$10 replacement fee & fine will apply.

DE uses many different measures to keep our families safe while on campus. Please report any suspicious activity to a director or security staff member immediately!

## Communication

### Communication with Teachers and Parents

Family file folders, email, our private Facebook group, and the "School News" page of Gradelink are the primary means of communication. Family file folders are located by the front desk and should be checked each class day. Please message Shelly Wilson at [admin@dominionequippers.com](mailto:admin@dominionequippers.com) if you want to be added to the private Facebook group. All official information will be emailed to the email addresses listed in Gradelink. A family will be removed from all contact methods when they cease attending DE.

### Parent/Teacher Communication

Parent/teacher communication is essential. Parents should email teachers promptly if there is a concern. If a resolution is not reached, a director will meet with teachers and parents. Meetings requiring the presence of a director may need to be scheduled immediately before or after the class day. Do not try to talk to teachers about issues on their way into or out of class, as teachers' time is often limited during the DE school day. Parents must respond to a teacher's request to meet as soon as possible. **Parents must make themselves available to meet when teachers and directors are available. Failure of a parent to meet with a teacher within a week of the request may be grounds for removal.**

Teachers will provide specific homework and grading instructions. Each teacher will also provide their contact information. Parent Notifications are sent via Gradelink. These serve to notify parents about missing work, missing supplies, low grades, etc. Parent Notifications will be emailed to the email address(es) listed in Gradelink and are used as a discipline

record.

## Concealed Handguns

Dominion Equippers is a 501 3(c) educational non-profit. The educational non-profit designation requires conforming to the CHL regulations pertaining to schools. As such, possessing a firearm on campus or at DE-related events is illegal unless permission from the Board of Directors has been granted.

## Confidentiality

Family file folders are labeled with each family's name. Only members of that family should remove the contents. Class lists may not be used for solicitation purposes. If parents do not wish for students to be photographed, it is their responsibility to email Kortney Scott with this request: [k.scott@dominionequippers.com](mailto:k.scott@dominionequippers.com)

## Credits, Grades, and Learning Differences

7<sup>th</sup>-12<sup>th</sup> grade students will receive numeric grades. Elementary students receive letter grades. Grade requirements and expectations will be clearly communicated by each teacher at the beginning of the semester. **ALL students** must receive a 70 (grade C) or above to continue in DE classes. Parents of high school students should refer to our DE Scope & Sequence regarding course credits for DE classes. **The DE Board reserves the right to prohibit enrollment or to remove a student based on the child's ability to succeed at DE.**

- **Learning Differences & Class Adaptations** – DE teachers are not trained to accommodate learning differences. A DE classroom environment cannot provide as much individual, slow-paced learning as some need. Thus, DE is not always the best option for students with learning differences. Parents of children with learning differences are encouraged to seek qualified help from experts. Parents are responsible for helping their child(ren) develop lifelong study skills. Parents must list all learning differences on their EnrollMe file when pre-registering.
- **Basic DE Learning/Progress Guidelines** – Students must have satisfied the written prerequisites for each class they register for. The ability to follow age-appropriate classroom rules is foundational, i.e., no interruptions during class and the ability to complete in-class assignments and homework.

## Discipline

### *Student Code of Conduct*

The students' conduct should always follow the DE Statement of Belief while on campus and at DE events. Students will be required to sign the Student Covenant to become and remain a member of DE. Violations of the Student Covenant and policies within the DE Handbook are grounds for immediate removal from DE.

### *Cheating Defined*

Cheating is turning anything in for a grade that is not the student's own work. Cheating includes copying from answer keys, solutions' manuals, anyone else's work, any electronic device, or the internet. No plagiarism is allowed at any time. The assignment will receive an automatic grade of zero for each party involved. Cheating can be grounds for removal from DE. Cheating also includes using AI (Artificial Intelligence) methods to complete homework and essays.

### *Bullying*

Bullying is a deliberate misuse of power in relationships through repeated verbal, physical, and/or social behavior that intends to cause physical, social, and/or psychological harm. It can involve an individual or a group misusing their power, or perceived power, over one or more persons who feel unable to stop it from happening. Racism is considered bullying and is grounds for removal from DE.

Bullying can happen in person or online via various digital platforms and devices, and it can be obvious (overt) or hidden (covert). DE does not tolerate bullying of any kind -- toward students, staff, administration, or any members. If any bullying behavior is identified, the student and parent will meet with the Board, and the Board will determine behavioral discipline appropriate for the offense. Communication initiated toward or between students that is sexual in nature may be considered sexual harassment and is grounds for dismissal from DE. Please see **Ephesians 5:4** and adhere to the concepts

within.

### ***Standards for Relationships***

It is up to each family to set standards related to courtship or dating and to clearly communicate those to their children. PDA is not allowed on campus or at DE events. We should not be able to tell that relationships beyond friendship exist while on campus and at DE events.

### ***Class Disruptions:***

If a child cannot control his/her behavior, the student may be removed from the class. If the parents are not on site, they will be called, and the student will sit at the admin desk until the parent arrives. Repeated PN's about disruptions are grounds for removal from DE classes.

## **Dress Code**

All DE members (students, parents, and staff) are expected to follow the Student and Parent Covenants regarding the dress code. Parents are responsible for monitoring their children's clothing. If you are unsure if something is appropriate, do not wear it. Members out of the dress code will be fined \$10.00, and a PN will be sent. Members will be asked to change, and any classes missed during the process will count as an unexcused absence. The DE Dress Code applies to all DE-sponsored events, including those events that are off-site of the school campus! Repeated infractions are grounds for dismissal.

### **From the DE Covenants:**

- I will dress modestly and appropriately. Midriff tops, short-shorts, short skirts or dresses, bare shoulders, bare feet, tank tops, muscle tops, low-cut tops, skintight clothes, and clothing with wording that contradicts the DE Statement of Belief, are considered inappropriate. Skinny wear must have shirts/tunics covering the front and bottom completely.

***Therefore, as God's chosen people, holy and dearly loved, clothe yourselves with compassion, kindness, humility, gentleness, and patience. Colossians 3:12***

## **Family Changes**

Significant changes in parental authority structure and living arrangements need to be communicated to the Board of Directors as soon as they occur. If a parent leaves the home, DE must be notified if anyone else will be assuming custodial supervision of the student's education. If the right to homeschool is being disputed in a divorce or court proceeding, please notify the DE Board. If joint custody is in place, DE will communicate with the family members or guardians listed as contacts in Gradelink.

## **Fundraising**

Many within DE have the hearts to be involved in ministries, missions, and service organizations. Due to the number of fundraising requests received each year, all fundraising is limited to personal interaction.

Students involved in fundraising for ministries, missions, sports, scouts, etc., are welcome to personally ask others at DE for sponsorship, pledges, or sales. Displays cannot be set up. Flyers cannot be passed out or placed in file folders. The interaction must be personally initiated by the student. There is simply no room for the number of displays we are asked about regularly. The use of family file folders is reserved for class communications. Fundraising can be done on the DE Facebook Buy-Sell-Trade site. It cannot be done on the main DE Facebook group, however.

## **Graduation**

Graduation is a celebration of the completion of high school requirements. Parents should establish the requirements for their homeschool at the beginning of the 9th-grade year. College-bound homeschool students are encouraged to meet or exceed the state requirements for graduation to be competitive when applying. Set graduation standards are required to participate in Dominion Equippers' graduation. Homeschool parents are free to graduate their children as they see fit. Dominion Equippers is also free to set standards for our group since membership and participation is voluntary. Seniors are welcome to take classes with Dominion Equippers, but specific requirements must be met to participate in the Dominion



Equippers graduation ceremony.

Students homeschooled in Texas are considered the same as those enrolled in a non-accredited private school. As such, only minimum standards are set forth, while the parent determines all other requirements. The minimum homeschool requirements in Texas are to have a curriculum that teaches reading, spelling, grammar, mathematics, and a study of good citizenship while pursuing that curriculum in a bonafide manner. The curriculum is the parent's choice and can consist of books, workbooks, written materials, or materials on an electronic monitor including computer or video screens, or any combination thereof. "Good citizenship" typically refers to civics such as U.S. and Texas history, government, etc. For further information on the minimum high school graduation requirements, please visit [www.tea.gov](http://www.tea.gov).

Portions of the cost of the graduation ceremony are supplemented by DE. Therefore, the ceremony is for students who have taken a minimum of five credit hours within the past two years with DE, with two credit hours being a two-day-a-week core class. Seniors must be currently enrolled in DE classes, including the Graduation class, and they must meet the deadlines outlined on the class syllabus. Completing college-prep coursework is the standard for participation in Dominion Equippers' graduation ceremony. Coursework typically needed for university-level acceptance also includes high school-level sciences with lab work, which is standard for DE science classes.

**Therefore, the course requirements for participating in DE's graduation are as follows:**

- 4 years of language arts
- 4 years of math (at least through Algebra 2)
- 4 years of science (colleges look for Biology, Chemistry, Physics, and one additional lab science.)
- 4 years of history (must include US History and Government/Economics)  
(For DE's purposes, Bible classes also count as a history credit.)
- 2 years of the same foreign language
- At least 22 total credit hours, including the above-mentioned classes and 4 elective credit hours
- The student must pass all classes with a 70% average or above.
- At least five credit hours must have been taken through Dominion Equippers within the last two years, two of those being a two-day-a-week core class.
- A transcript must be provided detailing the above requirements and validated by a parental signature.

Dominion Equippers desires to graduate God-centered, Christ-like, Holy Spirit-empowered world changers and history makers. Graduating with Dominion Equippers is voluntary, so students who wish to graduate with DE are expected to maintain a respectful attitude toward other students and those in authority. Actions reflecting a willful disregard for authority and policy will prohibit DE's Graduation class and ceremony participation. A blatant disregard for DE's stated policies is grounds for removal from DE graduation. DE is not a good fit for everyone. Other groups in the area host homeschool graduations with no requirements. Families are also welcome to hold private ceremonies.

## Grievance Procedures

The Matthew 18 principle should be followed to resolve conflict.

1. Go directly to the person with whom you have conflict or have taken offense.
2. If not resolved, schedule a meeting with a director present.
3. The DE Board may address the issue as a final step toward resolution. The apology or restitution should be just as public if the offense was public.

***Ephesians 4:31 - Let all bitterness, wrath, anger, clamor, and evil speaking be put away from you with all malice.***

## Guests

Only registered students and approved staff are allowed in the classrooms. Guests of DE families must check in at the front desk and remain in Fellowship Hall at all times unless they are serving as pre-approved guest speakers.

## Homework

Teachers should communicate homework requirements using Gradelink, syllabi, and other means appropriate to the grade level. The following suggested guidelines are established for the amount of homework assigned from each class:

PreK-6th: Up to 60 minutes, 1-2 days per week

Middle school: 60 minutes, 2-3 days per week

High school: 90-120 minutes and up, 3-4 days per week\*

\* Students in upper-level core classes may have 2 hours of homework for each hour in class.

**Parents are responsible for overseeing and grading their student's homework and completing grade sheets**

provided by the teacher. Failure by parents to do so is grounds for removal from DE.

## Homework Room

All 7<sup>th</sup> – 12<sup>th</sup>-grade students must be in the Homework Room when not in class unless directly seated with a parent. However, students are not permitted to register for more Homework Room hours than the number of registered classes during the same day without special permission from a director. Parents are responsible for assigning work for students to do while in the Homework Room.

## Illness and Injury

If a student has had a fever or vomiting within 24 hours, please keep the student at home. If a student becomes ill or is injured, he/she must report to the front desk Vital Partner, who will call the parent or emergency contact. Should a student be injured while on site, a director must be notified and an accident report filed. A first aid kit is available at the Front Desk. In the event of an emergency, the DE Board will seek emergency help as deemed necessary.

## Medication Usage

If a PK – 6<sup>th</sup>-grade student needs to take prescription medication, the parent or adult listed on the student's oversight form is responsible for dispensing and administering it. Students who are 7<sup>th</sup> – 12<sup>th</sup> grade age may take over-the-counter medication as needed. All medications being taken on site must be in the original container with dosage instructions clearly labeled. Prescription medications need to be administered by the parents.

## Parental Responsibility/Child Oversight

Children in 6<sup>th</sup> grade and under need a responsible adult they can go to if anything comes up - from an upset stomach to forgotten supplies. Oversight responsibility may be assigned to another adult staying on site with elementary-aged children. Please be sure your child knows who is overseeing them. Your oversight parent should also be provided with your child(ren)'s schedule. If the oversight form you completed with pre-enrollment needs to be edited, see the administration desk.

If PreK, K, or elementary students are in Fellowship Hall during class times, they must be under the parent's supervision or oversight. **Parents should only serve in jobs when their children are in class or be willing to enroll them in the Homework Room while serving.** Unsupervised students will be sent to the Homework Room.

Teachers or VPs serving more than two hours per day should not commit to being an oversight. Youth in 7<sup>th</sup> – 12<sup>th</sup> grade must be in the Homework Room during the time their parent is teaching or vital partnering.

Youth 7<sup>th</sup> grade and up (13+ years old) may be dropped off for classes and picked up afterward IF they are registered for classes or a Homework Room the entire time, AND an oversight form designating oversight to the directors is completed and on file. This privilege will be revoked if the student is not where they are supposed to be, does not respond to correction immediately, if there is a repeated behavioral problem, or if at any time the emergency contact numbers are needed and there is not a parental response.

Parents are expected to be on time when picking up students after their last class ends. Students who are not picked up within 10 minutes of their classes ending will be fined \$1.00 for every minute past the initial 10 minutes. This policy applies to DE events on and off campus, including Teen Time.

## Payments, Non-refundable Deposits & Supply Fees

**A \$100 non-refundable registration fee applies** each semester. Class enrollment is approved only with the receipt of payment. Tuition is billed on a yearly schedule, with up to 10 equal payments required. Please see the tuition policies that were sent with your registration documents for more detailed information regarding tuition and fees. The DE Board of Directors reserves the right to prohibit re-enrollment if a family's financial account becomes more than 30 days past due, and financial accounts that are not current at the midterm periods are grounds for dismissal from DE. In the case of financial hardships, payment arrangements need to be pre-arranged with DE Administrator, Shelly Wilson.  
[admin@dominionequippers.com](mailto:admin@dominionequippers.com)

## Personal Items & Lost and Found

Dominion Equippers is not responsible for items that are lost or stolen. As a courtesy, we have a lost and found table by the front desk. However, this table is emptied regularly.

## Record Keeping

Homeschool parents should maintain academic records for their families. Teachers keep data on class grades only during the semester but are not required to maintain records for future reference. DE typically hosts a transcript preparation workshop each fall semester. DE does not keep a copy of student transcripts. DE classes taken are listed on the Gradelink transcript. Families can print and save grade reports from their Gradelink parent accounts.

## Social Media

Any social media page that includes DE's name, logo, campus photos, students, etc., must be accessible by the DE Directors. DE members who post content online that includes profanity, sexual content - verbal, insinuated, or visual, bullying, racism, or any other topics prohibited in the DE Covenants, may be dismissed from DE immediately. Social Media leaves a permanent "footprint," and DE will take immediate and strong measures to protect its students and its name and representation.

## Vital Partner Compensation & Responsibilities

**Vital Partner jobs are reserved for families that have currently-enrolled students.** Vital Partners can work up to one-half of their tuition costs if positions are available. Vital Partners must fulfill their assignment(s) for the entire semester. If a Vital Partner cannot complete their service, their VP credit will be prorated and added back into their family's balance. The amount prorated and added back to the family's balance includes absences. Vital Partners are compensated only for time served. For one-day/week assignments, not more than three days can be missed per semester. For two-day/week roles, not more than five days/semester can be missed.

**If a Vital Partner misses or is late more than twice a semester, the VP assignment may be reassigned and their VP credit prorated and added back into their family's balance.**

When absent or running late, Vital Partners need to notify Kerri Arredondo - [vp@dominionequippers.com](mailto:vp@dominionequippers.com). You may also text the DE phone if you cannot fulfill your position(s). Leave a detailed message including your name, which VP roles you will miss, and the reason for your absence. The VP coordinator assigns subs, and your account will be deducted for missed jobs.

**Youth Vital Partners:** Students who serve as Vital Partners will maintain a grade of 70 or higher in each class taken at DE. If a grade in any course falls below 70 at midterm, the student will be on probation as a VP. If the student still has a failing grade at the end of the semester, he or she will forfeit their VP role(s). Youth VPs cannot serve as door monitors or teaching assistants. Youth VP's may serve in Teachers' Tots and any other position pre-approved by DE leadership.

**All Vital Partners who work directly with children will be subject to a background check regularly.**

**DE Phone: 817-975-8979**

***This document is intended to be a set of guidelines relating to general policies and procedures. This document in no way precludes directors, coordinators, or teachers from making decisions believed to be in the best interest of those involved. If you have a concern, please discuss it with a director. The DE Board reserves the right to adapt each policy according to individual needs and issues.***

***Parents and students (7th grade and above) will be required to sign a covenant stating that our policies have been read and understood. Every member must agree to each covenant to remain in partnership with Dominion Equippers.***

*Dominion Equippers does not discriminate on the basis of race, color, national or ethnic origin in administration of its policies or programs.*