



# **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

## *DE Handbook - 2026/2027*

*Equipping Homeschool Families for Kingdom Advancement*

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## 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.

## Leadership Team

### BOARD OF DIRECTORS

- **Jessica Jackson** – Social Studies, PE/Life Skills, DE Interest, Security
- **Megan Lozano** – Accounting, Math & Science, Hospitality, Assessments, Teacher Gradelink
- **Dorlisa Thrower** – Teacher Tots–2<sup>nd</sup>, Language Arts, Graduation, Facility Supplies
- **Shelly Wilson** - Administration, Registration, Communications, Billing, Fine Arts

### COORDINATORS

- **Kerri Arredondo** – Vital Partners, Teacher Subs, & DE Phone
- **Camille Baker** – Science & Science Fair
- **Kayla Campbell** - Snack Bar & Lunch
- **Donald & Courtney Devereaux** – Benevolence & Family Care
- **Brooke Driggers** – Teachers' Tots Co-Coordinator
- **Heather Francis** – Hospitality & Teacher Care
- **Vickie Fredericks** – Library
- **Daniel Grady** – Security/Safety
- **Toby & Joey Leonesio** – Take-Down
- **Hollie Leonesio** – Tutoring
- **Jace Lozano** – Facilities Set-up
- **Sarah Mapes** - Teachers' Tots Co-Coordinator
- **Emily McKillip** – Pre-K – 2<sup>nd</sup> Grade
- **JoBeth Mogler** - Math
- **Lesli Rasor** – Teen Time
- **Erin Sanchez** – Catering & Event Coordinating
- **Kortney Scott** – Administration & Fine Arts
- **Debra Taramona** - Assessments
- **Keller Wilson** - Facilities Set-up & Take-down Lead
- **Michael Wilson** - Set-up & Take-down Overseer, Facility/Church Liaison

## Purpose of the Handbook

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 and to dismiss students from the program for any reason deemed necessary.

## 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. Students are expected to dress in accordance with the biological gender present at birth. There are two genders - human male and female. No identity is recognized outside of these two genders.

# Policies & Procedures

## Academic Probation

Students who do not pass a class with a grade of 70 or above will be on academic probation for the following school year in that subject area. Academic probation prohibits a student from taking a class in the same jurisdiction the following year. For example, if a student fails math, that student is prohibited from taking math at DE the following year.

## 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 personal things via 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 provide written notice to the DE Board to bring service animals onto campus. Only certified/trained service animals are allowed.

## Age Requirements & Grade Levels

Elementary students are defined as grades PreK-6. Age/grade requirements are listed below.

| <b>Grade</b>          | <b>Age by<br/>September<br/>1<sup>st</sup></b> |
|-----------------------|--|
| Pre-K                 | 4  |
| Kindergarten          | 5  |
| 1 <sup>st</sup> Grade | 6  |
| 2 <sup>nd</sup> Grade | 7  |

| <b>Grade</b>          | <b>Age by<br/>September<br/>1<sup>st</sup></b> |
|-----------------------|--|
| 3 <sup>rd</sup> Grade | 8  |
| 4 <sup>th</sup> Grade | 9  |
| 5 <sup>th</sup> Grade | 10   |
| 6 <sup>th</sup> Grade | 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 monitor, when a student will be absent. You do not need to notify DE administration. Missing more than **three** days of a one-day/week class or **five** days of a two-day/week class each semester may result in 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 and appointments accordingly**. It is often difficult, if not impossible, for students to recover from missing class lectures and classwork. We have very long breaks, so vacations would ideally be taken during those.

**Please note:** The attendance policy applies to students, vital partners, and teachers! Vital partners and teachers will sign an agreement pertaining to attendance.

## 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 dismissal.**

## 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 Administrator, according to the financial policy listed below. Currently-enrolled students may add a class by contacting the DE

Administrator at [admin@dominionequippers.com](mailto:admin@dominionequippers.com) before 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, as well as any fees for the previous class, according to the drop policy below.

1. Class changes after registration must be made by contacting the DE Administrator at [admin@dominionequippers.com](mailto:admin@dominionequippers.com). After registration through July 14<sup>th</sup>, any dropped classes will be refunded at 50% of tuition & supply fee for each class dropped. If all classes are dropped, there is still a 50% non-refundable tuition & supply fee applied to the tuition total. On July 15<sup>th</sup>, 0% of tuition and supply fees become refundable. When a student transfers to another class, the student will be expected to pay supply fees associated with that class, in addition to the class tuition.
2. Class changes between semesters are allowed. Drops made between the end of the fall semester and December 14<sup>th</sup> will not incur a penalty. Any classes allowing addition of new students for spring will be published and made open when the fall semester ends.

**ADMIN FEE:** Each class change beyond two (per student) will be charged an additional \$25.00 administrative fee per class.

### **In Summary:**

3. \$300.00 registration/membership fee is non-refundable. These fees are charged one-per-family, once per year, with fall enrollment.
4. From the time of registration through July 14<sup>th</sup>, class changes will receive a 50% refund on tuition and supply fees.
5. On July 15<sup>th</sup> (Fall) and Dec 15<sup>th</sup> (Spring), ALL tuition and supply fees become non-refundable.
6. No class additions are allowed once school has begun except between semesters. Drops made between the end of the fall semester and December 14<sup>th</sup> will not incur a penalty.
7. You may make 2 class changes per student at no extra charge. After that, each change adds a \$25.00 admin fee.

## Closed Campus & Campus Security

7<sup>th</sup>-12<sup>th</sup> grade 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 Jessica Jackson, 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. Students birth through 6<sup>th</sup> grade must have a parent onsite at all times.

DE employs security officers. In addition, 7<sup>th</sup>-12<sup>th</sup> grade students, 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 each increment of 3, and/or if the ID cards become lost, a \$25 replacement fee & fine will apply. The ID card must be for the CURRENT school year.

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! If you are argumentative or disrespectful with the safety/security team when reminded, this is grounds for dismissal. This applies to students AND parents.

## Communication

### School Wide Communication

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 email Jessica Jackson 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. Parents must have a valid, current email address on file with Gradelink. Email address changes must be communicated immediately to the DE Administrator. [admin@dominionequippers.com](mailto:admin@dominionequippers.com)

### 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 in to 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 dismissal.**

Teachers will provide specific homework and grading instructions. Teachers 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. **Alerts must be turned on in Gradelink. If alerts are deactivated, the directors will reactivate them.** Parents should communicate with teachers, coordinators, and directors in a respectful manner.

## 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. Although we strive to keep students' names and faces confidential, attending DE grants permission for photos to be taken of students. Names will only be attached to students' photos in the yearbook.

## Contact Information

Dominion Equippers is located at 4805 NE Loop 820, Fort Worth, TX 76137. You can reach the main DE phone at 817-975-8979.

All inquiries about current families' registration, class changes/availability, and billing should be directed to DE Administrator at [admin@dominionequippers.com](mailto:admin@dominionequippers.com).

All inquiries from new families interested in learning more about DE should be directed to DE New Family Interest at [declassinfo@gmail.com](mailto:declassinfo@gmail.com).

The Board of Directors may be reached by emailing –

- Jessica Jackson – [j.jackson@dominionequippers.com](mailto:j.jackson@dominionequippers.com)
- Megan Lozano – [m.lozano@dominionequippers.com](mailto:m.lozano@dominionequippers.com)
- Dorlisa Thrower – [d.thrower@dominionequippers.com](mailto:d.thrower@dominionequippers.com)
- Shelly Wilson – [s.wilson@dominionequippers.com](mailto:s.wilson@dominionequippers.com)

## Copies

Copies may be made at the admin desk. Teachers may print at the admin desk for \$0.25 per page. Students may have admin staff print for them at the rate of \$1.00 per page. We reserve the right to discontinue student copies at any time if the service becomes excessive or abused.

## Credits, Grades, and Learning Differences

6<sup>th</sup>-12<sup>th</sup> grade students will receive numeric grades. Younger 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. The Board can also prohibit a student from registering for any class if proficiency is not demonstrated in prior classwork.**

- **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 fit 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 Gradelink pre-enrollment 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.
- **Placement Testing for Math** - DE uses the Saxon Math curriculum for all math classes except Kindergarten and Consumer Math. DE requires placement testing for all middle and high school students new to math at DE (except Consumer Math). Placement testing is required for current DE students not currently enrolled in a math class at DE and all new students to DE. Students must attend one of the placement testing sessions in May or June in order to register for a middle school or high school math class (except Consumer Math).

## Discipline

### Student Code of Conduct

The students' conduct should always follow the DE Statement of Belief (see page 5) while on campus and at DE events. Violations of the policies within the DE Handbook are grounds for immediate removal from DE at the directors' discretion.

### Cheating Defined

Cheating is turning in anything 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, AI programs, 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 is a heart issue.

### ***Bullying***

Bullying is a deliberate, defiant, and aggressive 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. **Please note:** The directors do not condone hurtful words and behavior, but we do not consider all hurtful actions and words as bullying. We do, however, take true bullying seriously as bullying is a heart issue.

If true 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 stated 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. Continued disregard for this policy will result in the student's dismissal from DE.

### ***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 Parent Notifications (PNs) about disruptions are grounds for removal from DE classes. This policy also applies to Teen Time and any other DE events.

## **Dress Code**

All DE members (students, parents, and staff) are expected to follow the policy 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, and a Parent Notification (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.

### **General DE Dress Code:**

- Tops that expose any portion of the torso, and those that are skin-tight are not approved. No cleavage or torso should be showing, even when bending over. Muscle tops, racer-back tops, and off-shoulder tops are not permitted. Tank tops should have straps that are 2 inches in width or greater.
- Clothing with wording that contradicts the DE Statement of Belief are not permitted.
- Skirts, dresses, and shorts should be no shorter than 4 inches above the top of the kneecap. This applies to males and females.

- Skinny wear must have shirts/tunics covering the front and bottom completely.
- Students should dress themselves visually in accordance with their God-given gender that was present at birth.
- The directors reserve the right to add to this policy as they see fit, on an individual basis.

***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.

## Fines

The DE Board assesses fines for various infractions. These include, but are not limited to: 3+ identification stickers (parents, staff, and students) dress code infractions, excessive class changes, property damage, parking lot infractions, late student pick up from classes and DE events. The minimum fine is \$25.00 and may be increased with repeated infractions. Proceeds from fines go into a scholarship/benevolence fund that directly benefits DE families.

## Fundraising

Many within DE have the heart 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 family file folders. 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 expected to exceed the state requirements for graduation. 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 has standards for our group, and participation is voluntary. Seniors are welcome to take classes with Dominion Equippers, but they cannot participate in the Dominion Equippers graduation ceremony due to the requirements listed in the next paragraph.

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 during their junior and senior years with DE, with two credit hours being two-day-a-week core classes. Seniors must be currently enrolled in DE classes, including the Graduation class, and they must meet the deadlines outlined on the class syllabus.

**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 lab 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/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. Verses 15-17 are below:***

<sup>15</sup> "If your brother sins against you, go and tell him his fault, between you and him alone. If he listens to you, you have gained your brother. <sup>16</sup> But if he does not listen, take one or two others along with

you, that every charge may be established by the evidence of two or three witnesses. <sup>17</sup> If he refuses to listen to them, tell it to the church. (Dominion Equippers' leadership)

**In summary:**

1. Go directly to the person with whom you have a 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

## Guests/Visitors

Only registered students and approved staff are allowed in the classrooms. Guests of DE families must check in at the Fellowship Hall door and be escorted to the admin desk. They should remain in Fellowship Hall at all times unless they are serving as pre-approved guest speakers. Guests should abide by the policies found in this handbook, including the dress code.

## Homework

Teachers should communicate homework requirements using Gradelink, syllabi, and other means appropriate to the grade level. Homework expectations are listed under each class in the DE Catalog of Classes.

**Parents are responsible for overseeing and grading their students' 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. Elementary Homework Room is available for grades K-6, as well, but parents of elementary students must remain onsite.

## Illness and Injury

Students, parents, and staff must be fever and illness-free without medication for 24 hours before returning to campus or events. 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 onsite, a director must be notified and an incident 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-6th-grade student needs to take prescription medication, the parent or adult guardian is responsible for dispensing and administering it. Ibuprofen, Tylenol, and Benadryl are located at the Front Desk. Parents may administer these meds to their students individually, but students cannot take meds independently. An exception to this would be emergency epi-pen administration, which the school nurse will give.

## Parental Responsibility/Child Oversight

DE is a university-model, hybrid, co-op program. We partner with parents in the students' education. DE has never been a "drop-off" program, in heart or culture. Therefore, parents who have children who are 6th grade and below **MUST REMAIN ON CAMPUS** the entire time their children are in classes. Oversight is only allowed in emergency situations, by individual approval of the DE Directors.

Youth 7<sup>th</sup> grade and up students (age 12 years by Sept 1<sup>st</sup>) may be dropped off for classes and picked up afterward IF they are registered for classes or a Homework Room the entire time they are on campus. This privilege will be revoked if the student is not where he or she 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 no parental response. Continued disregard for this policy will result in dismissal from DE.

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.

## 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. More valuable items are kept at the admin desk.

## Playscape

Students ages 3-12 may play at the Playscape during approved hours if a Playscape Pass is purchased. A Playscape Pass may be purchased for \$25 per semester. Parents shall be fully responsible for the oversight of their students at the Playscape. A Playscape Pass may be revoked by the DE Board of Directors if students are behaving inappropriately or not being properly supervised by parents. Students and parents who act disrespectfully to the Playscape monitor will have their passes revoked. No person may eat or drink in the Playscape.

## Record Keeping

Homeschool parents should maintain academic records for their families. Teachers and DE administration have 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 should print and/or 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 to the DE directors. DE members who post content online that includes profanity, sexual content - verbal, insinuated, or visual, outward criticism of DE students, staff, or the program in general, bullying, racism, or any other topics prohibited in the DE Handbook, 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.

## Tuesday Tutoring

Tuesday Tutoring is offered to DE families who purchase a Tuesday Tutoring Pass. Tuesday Tutoring Passes may be purchased for \$25 per semester. Tuesday Tutoring may be used by middle school and high school students who are taking math and sciences classes at DE. Parents of students using tutoring must register for door monitoring at least one time per semester. You can choose to pay \$25.00 per semester rather than serve as a door monitor. Tuesday Tutoring is for students who are currently enrolled in Math 76 and higher, and/or DE middle and high school science classes.

## Tuition, Fees & Payments

### **TUITION AGREEMENT:**

Each family shall pay a non-refundable membership fee of \$300.00 during enrollment at DE. Tuition payments are due on the 1<sup>st</sup> of each month, and a late fee will be assessed on the 15<sup>th</sup> of each month. Payments begin in July and end no later than April. Parents must adhere to all tuition policies and understand that a late fee of \$25.00 will be added on the 15<sup>th</sup> of each month. An additional \$50.00 late fee will be charged if an account becomes 30 days past due.

Parents must also understand that child(ren) may be prohibited from attending DE if their account has balance that is 30 days past due. Parents are required to pay at least 10% of the original balance (tuition and supply fees) in July through April. This amount may change with class additions and drops. The DE Administrator sends monthly emails with the minimum percentage due. Parents can pay more than the minimum amount due at any time, but no discount for greater payments is offered.

The DE Board of Directors reserves the right to prohibit attendance if a family's financial account becomes more than 30 days past due. Financial accounts that are not current at the midterm and end of semester 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)

**Please note:** Families who are habitually late with tuition payments may be prohibited from re-enrolling with DE, and registration priority may be lowered.

### **The following additional fees may also be applied to your account—**

| <b>Type of Fee</b> | <b>Amount</b>   |
|--------------------|---|
| Class Changes      | \$25 for each class change beginning on the third change                            |
| Playscape Pass     | \$25 per semester per family  |
| Tuesday Tutoring   | \$25 per semester per student   |
| Late Fee #1        | \$25 for tuition that is not paid by the 15 <sup>th</sup> day of the required month |
| Late Fee #2        | \$50 for tuition that is not paid by the 30 <sup>th</sup> day of the required month |

## Vital Partner Compensation & Responsibilities

**Vital Partner jobs are reserved for families who 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 VPs 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.***

## Weapons & Concealed Handguns

Dominion Equippers is a 501(c)3 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. If you are found carrying a concealed firearm in a manner inconsistent with this policy, this is grounds for immediate dismissal.

Only approved adults can carry firearms while on campus. Requests must be made with the DE Board of Directors. The DE Board reserves the right to approve or deny the ability to carry on campus with no reason given. Weapons carried by adults without permission, including firearms, may result in the family's dismissal from the program. Students cannot bring weapons

on campus at any time. This includes pocketknives. If weapons are found on a student's person or in his/her backpack, this may lead to dismissal from the program.

***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.***

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