

Dominion Equippers Handbook

2022/2023

Equipping Homeschool Families for Kingdom Advancement



Dominion EQUIPPERS

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 provide Christian homeschool students with avenues to be equipped for every good work.

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

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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)
Vickie Fredericks - Library
Amanda Jones and Kortney Scott –Yearbook
Garry Jones - Security
Stephanie Macomber & Emily McKillip - Hospitality/Special Events
Stephanie Macomber – Snack Bar/Takedown/Lunch/Supplies
Sarah Mapes - Teachers’ Tots
JoBeth Mogler - Math Coordinator
Kenneth Ottino – Closet/General Supply Repair
Lesli Rasor – Teen Time
Monya Ratliff – PreK–2nd Grade
Ray Thrower – Facilities Set-up
Shane Toon - Facilities
Lanie van Werkhoven – Fine Arts & Science Fair
Keller Wilson - Facilities Take-down
Katharine Wright – Assessment

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.

Registration Packets contain updated and/or additional financial policy changes not always reflected in the Handbook. The Registration Packets often precede the Handbook updates each year and include participant’s signature of agreement.

Statement of Belief

There is only one, true God who 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, as 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 by 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, very 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 of 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 the only infallible, inspired Word of God. 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 personal 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 the very presence of God by way of 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 most completely in Christ Jesus as our Lord and Savior.

Table of Contents

FOUNDATIONS

Vision & Purpose.....	1
Leadership Team.....	2
Statement of Belief.....	3

POLICIES & PROCEDURES

Advertising.....	5
Allergy Notifications.....	5
Age Requirements & Grade Levels.....	5
Attendance & Tardies.....	5
Building Maintenance & Clean-Up.....	5
Class Cancellations; Policy Changes & Withdraws/New Students.....	5/6
Closed Campus/Campus Security.....	6
Communication.....	6
Communication to Teachers and Parents.....	6/7
Parent Communication with Teachers.....	6
Concealed Handguns.....	7
Confidentiality.....	7
Credits & Grade and Learning Challenges.....	7/8
Discipline.....	8/9
Student Code of Conduct.....	8
Behavior Standards.....	8
Cheating Defined.....	8
Bullying.....	9
Standards for Relationships.....	9
Procedure for Handling Improper Conduct or Allegations of Cheating.....	9
Dress Code.....	9/10
Family Changes.....	10
Fundraising.....	10
Graduation.....	10&11
Grievance Procedures.....	11
Guests.....	11
Homework/Homework Room.....	11&12
Illness and Injury.....	12
Medication Usage / Dispensing.....	12
Parental Responsibility/ Child Oversight.....	12&13
Payments; Non-Refundable Deposits & Supplies.....	13
Personal Items & Lost and Found.....	13
Record-Keeping.....	13
Vital Partner Compensation & Responsibilities.....	13&14

POLICIES & PROCEDURES

Advertising

Members may email information to those they know personally and to 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. No pets are allowed on site out of respect for others who may be allergic to pet dander. Service animals are not considered pets and are allowed on campus. Parents should make sure their official oversight parent, if applicable, knows about all allergies, as well.

Age Requirements & Grade Levels

Age requirements for classes will be more strictly adhered to for students less than 12 years of age. The typical age-to-grade ratio as of September 1 of the academic school year will be applied. Students who wish to register for Kindergarten classes must be five years old by September 1. PreK is defined as being four years old by September 1. The age range for 7th-12th graders may be waived if the student demonstrates higher grade level proficiency and has passed the required prerequisite classes. All classes for grades PreK-1 are designed for children with few or no reading skills. Classes for grades 2-3 are for children who can read and understand simple instructions and stories.

Attendance & Tardies

Parents should email each teacher when a student will be absent. Regular attendance is critical for subject mastery within the limited number of class meetings each semester. Attendance of 80% is required to continue in classes each semester. This implies that missing more than **three** days of a one-day/week class or **five** days of a two-day/week each semester may be cause for removal from DE classes. Similarly, missing more than **two** days of a one-day/week class or **three** days of a two-day/week class each six weeks may be cause for probation or removal from DE classes.

Tardiness disrupts the class once it has begun and robs the student of material already covered before their arrival. Tardies 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 student's responsibility to contact the teacher regarding make-up work. Each teacher has a late work policy. It is the student's responsibility to be familiar with the policy of the class.

Building Maintenance and Cleanup

Taking care of the facilities during classes is a group responsibility. 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. If a toilet is stopped up, do not use it, and notify the hall monitor immediately.

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 expulsion.

Class Cancellation Policy

When there is inclement weather or a health crisis, DE will decide whether to hold classes the next day. We will no longer follow the lead of any local school district in these decisions. Families will be notified by email and mass text as soon as the decision has been made. This communication will take place no later than 6:00 a.m. on that given school day.

In the case of classes being 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.

Class Changes and Withdrawals

Classes can only be dropped or added by the student's parent. Currently-enrolled students may add a class by contacting the DE Registrar at admin@dominionequippers.com during the first week of classes. This is subject to teachers' approval and class availability. When a student transfers to another class, the student will be required to pay supply fees associated with that class, in addition to the class tuition.

It is best if all schedule changes are completed more than **four** weeks before classes begin. This allows DE time to contact families on a waiting list and add them to the class with time to order books and purchase class materials. For the fall registration, starting on July 20th, 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. Since the supply fees are given to teachers on Aug. 1st, starting on that date, supply fees become **non-refundable**. (Spring deadlines given below)

If a class is dropped after the beginning of classes and prior to 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 are required to be paid in full since the semester budget and teachers' pay become set at that point.

In Summary:

- 1) \$75.00 registration fee is non-refundable.
- 2) On July 20th (Fall) and Dec 15th (Spring), 50% of class tuition becomes non-refundable.
- 3) On July 20th (Fall) and Dec 15st (Spring) class supply fees also become non-refundable.
- 4) After the second class day, 100% of 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. Students will not be permitted to leave with other students during the day or at lunch without written permission on file and without advance approval by Camille Baker, the Director of Security & Facilities.

If a DE youth will be leaving in between classes to go home, go to work, or to another off-site class, written permission will be required to have on file from the parent. 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 off-duty police officers to help us keep our campus secure. In addition to this, students (MS/HS), parents, and all staff are required to wear ID cards and lanyards while on campus. If forgotten, Shelly Wilson can issue a temporary sticker up to two times. On the 3rd time, 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. These include: off-duty police officers, hall monitors, approved concealed handgun carriers, door barricades, and others. Please report any suspicious activity to a director or security staff member immediately!

Communication

Communication to Teachers and Parents

Family file folders, email, our "secret" Facebook group, and the newsletter are the primary means of communication. Family file folders are located by the Front Desk and should be checked each class day! Informative newsletters will be posted to the School News page of Gradelink each month. Event reminders may also be posted on Facebook. Please message Shelly Wilson at dominionequippers@gmail.com if you are interested in being added to the closed Facebook group. All official information will be emailed to all email addresses listed in Gradelink..

Parent/Teacher Communication

Parent/Teacher communication is essential. Please do not wait for a problem to become serious before contacting the teacher. A director will be available to meet with teachers and parents, when requested. Parents may confer with a director regarding any communication from teachers that causes concern. 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. Parental involvement is crucial to success in this model of education. Parents are required to respond to a teacher's request to meet as soon as practically possible. Failure of a parent to meet with a teacher within a week of the request may be cause for the student to be removed from classes. Teachers only request parent meetings when necessary.

Parents are often responsible for overseeing and grading their student's homework, as well as completing grade sheets provided by the teacher. Teachers will provide specific homework and grading instructions within the class information sheet, class syllabus, or assignment sheets. Each teacher will also provide their contact information on the initial

syllabus. Additionally, many teachers will set up an email distribution network through Gradelink. Each DE teacher has his or her own teacher page on Gradelink and class information is often posted there..

Parent Notifications are sent via Gradelink on class days. These serve to notify parents about missing work, missing supplies, low grades, etc. Parent Notifications will be emailed to the email address in Gradelink. Each teacher's email address will be included if it is needed for follow-up.

Concealed Handguns

Handguns are not permitted on site without written permission from the DE Board. A written request may be submitted to the board by those licensed to carry a concealed handgun. Apart from written authorization of the board, handguns are prohibited from being onsite. 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, it is illegal to possess a firearm on school premises or at DE-related events unless written permission from the Board of Directors has been granted.

Confidentiality

Each family has the right to privacy. 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. Each family should indicate preferences regarding photos on social media during the Gradelink pre-enrollment process.

Teachers, Teacher's Assistants, and Vital Partners are expected to maintain confidentiality about students' grades. Grades should not be discussed by TA's with others outside of the classroom.

Credits, Grades, and Learning Challenges

7th-12th grade students will receive numeric grades. Grade requirements and expectations should be clearly communicated by each teacher in written form at the beginning of the semester. Students in junior high and high school classes are expected to turn in all assignments. Students must receive a grade of 70% or above to continue in future DE classes within the same subject matter. Students earning less than 70% in two or more classes may be blocked from registering the following semesters unless remedial work progress is demonstrated. Parents of high school students may apply course credits using either of the following methods:

- **Prescribed (or proposed) course of study method** – Credit is awarded based on completion of pre-determined course objectives and requirements. Grades are based on course standards. This method of course credit measures quality of work, quantity of work, or both. Keeping a work portfolio is recommended.
- **Traditional method** – A Carnegie Credit unit equals 120 hours of coursework. Parents are responsible to track hours and award credit based on the measure of time spent on the material. Two semesters of core math or science class is 48 classroom hours, typically requiring 1 ½ -2 hours of homework for each classroom hour, equating to 120-144 hours per core subject.
- **Learning Challenges & Class Adaptations** – There are many different learning challenges and styles. Slight adaptations in class requirements are permitted by DE teachers for learning-challenged students. Any variance in class requirements will be in conjunction with amplified parental involvement. DE teachers are not trained to accommodate specific learning challenges. 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 serious learning challenges. Parents of children with severe learning issues are encouraged to seek qualified help from experts. Parents are responsible to help the learning-challenged child or youth develop lifelong study skills. DE reserves the right to prohibit enrollment based on the child's ability to succeed in our classes.
- **Basic DE Learning/Progress Guidelines** – Students must be reading and writing, and showing improvement in these skills by 5th grade. An ability to follow age-appropriate classroom rules is foundational (i.e. no interruptions during class, the ability to complete in-class assignments.) Evidence that the class is beneficial for the student is measured by subject matter retention.
- **Class Modifications** - Teachers or Vital Partners do not have the time to administer oral tests during class. Learning-challenged students are expected to complete assignments with parental help when needed and to earn a passing grade to continue. To initiate any class modifications, parents should request an appointment with

the teacher one week prior to the beginning of classes. Families are expected to supply all equipment necessary to aid their child. All testing modifications must be approved by the DE Board.

Discipline

Each teacher shall establish reasonable rules and discipline procedures for his/her class. No form of corporal punishment is allowed. Students need to clearly understand behavioral expectations and the consequences of wrong behavior. Causing or participating in class disruptions may be cause for temporary removal from class. Permanent class removal would depend on a subsequent investigation of events leading up to the temporary removal. Within the classroom, teachers should only address students one-on-one if the TA is present. Outside of the classroom, teachers should only address a student if a 2nd staff member is also present.

Student Code of Conduct

The code of conduct is based upon the text found in Galatians 5:22-23 - "But the fruit of the Spirit is love, joy, peace, patience, kindness, goodness, faithfulness, gentleness, and self-control." For believers, growing in self-control is part of being a Christian disciple and a necessary component of growing spiritually.

Behavior Standards

Realizing that self-control is a fruit of the Spirit, certain standards of behavior are required. Willing, good-natured submission to the following standards is expected:

1. Respect those in authority, especially by responding to instructions the first time, completely, and with a joyful heart. **A \$10 fine** may be assessed each time a correction is given for the same offense. Parents will be notified through Gradelink when a charge is assessed. The fine will be due at the beginning of the next class day before the student can return to classes. Proceeds from fines will be credited to DE's scholarship/benevolence fund.
2. Respect the rights and property of others. If it's not yours, leave it alone!
3. Use appropriate tone and content in all conversations.
4. Be punctual to each class; recurring tardiness may result in removal from class. Tardiness greater than 10 minutes is an absence.
5. Writing and passing notes, tossing objects, and playing with irrelevant objects will not be allowed in class. **No phones, tablets, or handheld games are allowed during class!** Phones and tablets are only allowed to be used in the Homework Room with prior approval from the Homework Room Coordinator. Cell phone use in class, without the teacher giving explicit permission, will result in the phone being taken to the admin desk and returned only to the parent. If a teacher allows the use of cell phones to look up resources and the student uses the phone for texting or unauthorized use, it can still be confiscated.
6. Weapons (guns, knives, etc.) matches, lighters, vaping accessories, drugs, alcohol, or tobacco products are not permitted on the property, during class time, or at DE-organized events. This is a zero tolerance policy and is grounds for expulsion.
7. Parents are financially responsible for damage caused by their child, even if the damage is the result of an accident.
8. Place trash in trash cans, and pick up after yourself! Students who leave trash on the playground will be fined.
9. Food and drink consumption is only permitted in the lunch areas. Spill-proof containers with water can be in classrooms.
10. No gum is allowed anywhere on site. Chewing gum on site is punishable by a \$10 fine per occurrence, or an hour of labor cleaning tables, including scraping gum from underneath the tables.
11. Cheating is cause for expulsion! See our standards for cheating below.
12. Teachers may set additional behavioral standards, if needed.

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 paper, any electronic device, or the internet. No plagiarism is allowed at any time! A general rule of thumb is not to use more than three words from the same sentence or more than five words from any one paragraph. If the cheating is the first offense, a grade of "0" will be given on the entire assignment. If the cheating has been repetitive or not discovered until late in the semester, credit may not be given for the entire semester. Cheating is a cause for expulsion. The student who provides the shared work is also subject to the same discipline.

Procedure for Handling Allegations of Cheating

When cheating is suspected, evidence will be gathered and presented to the student with the parent present. If responsibility is taken, the consequences of the action will be applied to the grade, and the process of restoration will begin.

The process of restoration may include redoing the work in question or increased tutoring to catch up on concepts not effectively learned while cheating.

If responsibility is not taken, the investigation will continue to determine if the work is the student's own. This may include a diagnostic test if the cheating has taken place in a math class. The diagnostic test will be very similar to the assignment that was suspected of being cheated on. It will be worked under supervision to determine if the student can indeed reproduce the work. Further investigation into other subjects will be similar.

The results of the diagnostic test will be presented to the Board. The Board of Directors will vote on expulsion once the results are presented if it is believed that the evidence clearly indicates cheating has taken place, and if the student is still unrepentant.

Bullying

Bullying is an ongoing and 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 A ZERO-TOLERANCE INFRACTION.***

Bullying can happen in person or online, via various digital platforms and devices, and it can be obvious (overt) or hidden (covert). Bullying behavior is repeated, or has the potential to be repeated, over time, for example, through sharing of digital records. (*National Center Against Bullying, ncab.org.au*) 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.

Standards for Relationships

We believe that God's plan is for everyone to treat each other with respect and honor. It is up to each family to set standards related to courtship or dating and to clearly communicate those to their children. Kissing, pairing off, hand-holding or hugs involving pressing, and prolonged contact, are not permitted at Dominion Equippers' classes or functions. It is DE's policy for leadership to notify parents if any deepened relationships are appearing to develop between students. Although we know that relationships exist at DE, we do not wish to see them.

Procedures for Handling Disciplinary Issues

First offense:

The student will be taken aside by the teacher and a 2nd staff member to discuss the nature of the misconduct. A Parent Notification will be emailed. If there is repentance and personal responsibility quickly taken for the offense, the discipline might end here. This does not apply to behavior that has been identified as "zero tolerance".

Second offense/second level:

In the event of a second occurrence, the parent will be asked to attend a conference with the teacher and a coordinator or director.

Third offense/third level:

The third incident may be grounds for expulsion. The third level of discipline will be to meet with the DE Board for the discipline issue to be decided. If the offense is confirmed, there will be a final opportunity given for repentance in order to prevent expulsion.

Class Disruptions:

If a child is unable to bring his/her behavior under control, the student may be removed from the class. If the parent is not onsite, they will be called, and the student will sit with the Front Desk Vital Partners until the parent arrives. The parent will be required to escort the child to the next class meeting.

Dress Code

All DE members (students, parents, staff) are expected to follow the DE Handbook regarding 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 dress code will be fined \$10.00, and 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 is listed below.

- Clothing should fit reasonably - not too tight, too low, or too baggy.
- Skirts, dresses, or shorts should be long enough to bend over fully and be appropriate for sitting, moving modestly, and walking upstairs.
- Shorts and skirts should not be more than 3" above the top of the kneecap, all the way around the garment, while standing. The shorts rule applies to males and females. Holes in jeans must follow the same parameters - no higher than 3" above kneecap.
- Shirt and dress necklines should cover cleavage.
- No volleyball or running shorts are allowed at DE classes or events.
- Sports tops, halter tops, strapless, or spaghetti strap clothing should not be worn to Dominion Equippers' classes or events.
- Jeggings, leggings, yoga pants, or tights are only permitted if there is complete coverage, all the way around!
- All clothing worn to class or DE events should have a minimum of 2" width on each shoulder and completely cover the abdomen and lower back, even when sitting, bending, or raising a hand over the head.
- No undergarments should be visible; no boxers, bra straps, etc., should be seen outside of clothing. The dress code applies to all DE members, male and female! Therefore, guys' shirts must be 2-inch width on each shoulder, as well as cover the lower back when seated.
- The DE Dress Code applies to all DE-sponsored events, including those events that are off-site of the school campus!

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 they occur. In the event of a parent leaving 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 who are listed as contacts in Gradelink.

Fundraising

There are many within DE with 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 not room for the number of displays we are asked about on a regular basis. 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. For students to be competitive when applying, college-bound homeschool students are encouraged to meet or 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 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 in order 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, there are only minimum standards set forth, while the parent determines all other requirements. The minimum homeschool requirements in Texas are to have a curriculum which 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.

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 of those 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. Completion of 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:

- 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 count as a history credit, as well.)
- 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, and 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 it is expected that those students who wish to graduate with DE maintain a respectful attitude with regard to other students and with those in authority. Actions reflecting a willful disregard for authority and policy will prohibit participation in DE's Graduation class and ceremony. A blatant disregard for DE's stated policies is grounds for removal from DE graduation. DE is not a good fit for everyone. There are other groups in the area who host homeschool graduations with no requirements. Families are also welcome to hold private ceremonies.

Grievance Procedures

The Matthew 18 principle should be followed for resolving conflict!

1. Go directly to the person with whom you have conflict or have taken offense.
2. If not resolved, go back to the person along with a coordinator, or a director.
3. As a final step toward resolution, the DE Board may address the issue, as in the case of an expulsion. If the offense was public, the apology or restitution should be just as public.

Guests

Only registered students, their parents, and approved staff are allowed in the classrooms. Parents of enrolled children who wish to sit in their child's class are welcome to schedule an appointment to do so ahead of time through the Administrative Desk. Identification will need to be verified at the Front Desk, and the parent will be escorted to the classroom. Parents should always check in at the Front Desk before proceeding to any classroom. Student guests are not allowed in class. **Written parental permission, and advance DE Security Director approval, is required for students to have guests anywhere onsite, even at lunch. Written requests for guests being onsite must be submitted to the Security Director, Camille Baker, at least one week in advance!** All guests should sign in and obtain a Guest Badge at the Front Desk. The student hosting the guest is responsible for their behavior.

Homework

Homework fosters discipline and responsibility, furthers learning through practice and application, and teaches students to follow directions. Teachers should communicate homework requirements in writing through the use of 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:

Primary grades: 30-60 minutes, 1-2 days per week

Middle grades: 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.

Homework Room

All 7th – 12th grade students are required to be in the Homework Room when not in class, unless directly seated with a parent. Homework Rooms are available as needed. However, students are not permitted to register for more Homework Room hours than the amount of registered classes during the same day without special permission from a director. Students must register for Homework Room in advance. Students who are onsite waiting on rides after class time begins should immediately go to the Homework Room. Parents must come in to pick up their student if they arrive more than five minutes later than the time that their student is released from class. Students who have to be asked to go to the Homework Room

when waiting will be fined \$10 each time after the first instruction is given. Parents will be notified through the Parental Notification system of this additional charge. The extra correction charge will be due at the beginning of the next class day before the student will be admitted to class.

The following standards are set for the Homework Room time to be used effectively:

- There will be seating assignments.
- Everyone must be working on academic-related assignments quietly or reading!
- No internet access is allowed by students, with the exception of junior or senior students taking online classes. Students working online must be pre-approved by the Homework Room Coordinators, have written permission from their parents, and use their own hotspots for internet access. Each student must provide his/her own internet connection.
- No electronics should be out or used without approval from the Homework Room Coordinator.
- Electronics used without approval will be confiscated and taken to the administration desk.
- If phones or tablets are allowed to be used, they must be set out on the table in plain view and not be loud enough to distract others. No sharing earphones.
- No answer keys or solution manuals should be in students' possession at any time! If they are seen in the Homework Room, they will be taken up.
- Backpacks, purses, and other belongings should be under the table, not on it. The only items on the table should be what you are actively working on.
- Students who are leaving Homework Room must sign in and out, one at a time.

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. If the parent or emergency contact cannot be reached, action will only be taken if the situation appears life threatening. Should a student be injured while onsite, a director must be notified and an accident report filed. A first aid kit is available at the Front Desk.

Medication Usage / Dispensing

If a PK – 6th 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 7th – 12th grade age may take over-the-counter medication as needed. Students 7th- 12th grade age need a written notice on file at the Front Desk when bringing prescription medication to take while at DE. All medications being taken onsite must be in the original container with dosage instructions clearly labeled. DE reserves the right to check a student's medical condition through the use of a thermometer or glucose monitor.

Parental Responsibility/Child Oversight

Parents are responsible for their own children aged 12 and under any time they are not in class. Children 6th 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 onsite for PreK, K, and elementary-aged children. Please be sure your child knows who is overseeing them! Children should be supervised any time they are not in class. The Oversight Form temporarily assigns oversight of your children to another parent who is onsite, and this parent must have emergency contact numbers for you. Your oversight parent should also be provided with your child(ren)'s schedule. If the oversight form that 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 seated at the same table or directly with their parent or oversight. **Parents should only serve in jobs when their children are in class or be willing to enroll their children in Homework Room while serving.** Children cannot be unattended in Fellowship Hall! Unsupervised students will be automatically enrolled in Homework Room, with the class fee applied for the remainder of the semester.

Oversight of PreK – 6th grade children needs to be assigned to someone who is readily available to help, if needed. Therefore, teachers and those who vital partner more than 2 hours/day have limited availability. Teachers or VP's serving more than two hours/day should not commit to being an oversight. Teachers or VP's serving two hours/day or less should not commit to being an oversight for more than one other family. Youth in 7th – 12th grade must be in the Homework Room during the time their parent is teaching or vital partnering.

Youth 7th grade and up (13+ years old) may be dropped off for classes and picked up afterwards 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. No other oversight may be assigned for youth without permission from the Director of Behavioral Discipline, Camille Baker. Youth need to be enrolled in Homework Room anytime they are onsite and not in class, except during the youth lunch time. If parents are late to pick up youth from DE, or any special events that are held off-site, a **\$10 fine** will be added to the family's account for each 15-minute increment beyond the pick-up time.

Children or youth waiting on rides must wait in Fellowship Hall. Students are not allowed to wait in the parking lot under any circumstances! Younger children under 10 years of age should be escorted in and out of the building by an adult. If a student's ride has not arrived before the next classes are scheduled to begin, the children or youth waiting must immediately go to the Homework Room, and the driver must park and come in to pick them up.

Parents are responsible for reviewing appropriate behavior standards with their children. **Parents are responsible for understanding the information contained in the DE Handbook and should communicate it to their children!**

Payments, Non-refundable Deposits & Supply Fees

A \$75 non-refundable registration fee applies every semester. The \$75 registration fee is due when the family enrolls for classes. Class enrollment is secured only with the receipt of payment. Families can make up to five payments each semester as long as 20% of the initial balance is paid during each designated month. Please see the tuition policies that were attached to your registration for more detailed information regarding tuition and fees.

Once class enrollment is secured, supply fees are non-refundable and 50% of tuition remains non-refundable for classes dropped prior to the semester beginning! (See [Class Changes and Withdrawals p.6](#)) Classes dropped after the second class day will not receive a refund of any amount and are required to be paid in full. When a student transfers to another class, the student will be expected to pay the supply fees associated with that class, in addition to the new class's tuition. If a family's account is delinquent, students may be prohibited from attending classes. Board approval is required for students to remain in classes with delinquent payments outstanding.

Dominion Equippers is a membership organization. As such, enrolling in DE classes constitutes acknowledgement of the Statement of Faith as our foundation and signifies agreement to abide by the policies contained in the DE Handbook while on campus and while attending off-campus DE activities.

Personal Items & Lost and Found

Dominion Equippers is not responsible for items confiscated, lost, or stolen. Any unnecessary personal items taken out in class may be confiscated by the teacher. Teachers should turn in such items to the Administration Desk. Confiscated items will only be returned to the parent. This includes, but is not limited to, cell phones, tablets, and handheld games.

Staff will collect items left in classrooms and common areas at the end of each class day and place them in the Lost & Found box in the main entry hallway. Families should regularly check this box. Items left unclaimed may be discarded on the 1st and 15th of each month.

Record Keeping

Homeschool parents should maintain academic records for their family. 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.

Vital Partner Compensation & Responsibilities

Vital Partners are allowed to work up to **one-half** of their tuition costs, if there are positions available. If a family drops a class, and they are at their maximum of VP credits, then some of that family's VP credit hours will be reassigned to someone else, and their family statement will be adjusted to reflect those changes.

Vital Partners are expected to fulfill their assignment(s) for the entire semester. If for any reason 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. **Vital Partner attendance of 80% is required to continue as a VP!** 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 serving on the facility set-up, cleaning, and take-down team 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, Vital Partners need to notify Kerri Arredondo - vp@dominionequippers.com. You may also text the DE phone if you are not able to fulfill your position(s). Leave a detailed message including your name, which VP roles you will

miss, the reason for your absence, and what arrangements you have made for a sub to cover your position.

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 a 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).

All Vital Partners who work directly with children will be subject to a background check on a regular basis. We go to great lengths to protect our families and appreciate your commitment to help us do so.

DE Phone: 817-975-8979

Teachers and VP's who will be absent should text or call the DE phone as soon as possible. If a VP misses fulfilling their responsibility twice without proper notification, the VP will be removed from serving. It is a must that we know if you will be absent so that the position(s) can be covered. Parents do not need to call the DE phone regarding students who will be absent.

Vital Partner job descriptions are provided during training and sign-ups. If you have any questions about what is expected, please be quick to ask.

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