

ATTENDANCE/TARDINESS/MAKEUP

We want to encourage parents to see that their students are in regular attendance in school. DCS faculty and administration place a high priority on regular school attendance for maximum benefit, believing that these standards foster diligence and integrity.

Absence Policy

Attendance will be taken during each class period. If a student is absent from any class six (6) times per semester (3 times per quarter), his final semester average will be lowered 2 percentage points for each class session missed after the 6th absence. Parents will be notified after the 4th absence and at the 6th absence.

No distinction will be made between excused and unexcused absences. Any class missed counts as an absence and absences are accumulated over the quarter/semester, including medical appointments, illnesses, conferences and retreats, and absences requested by a parent with prior notification to the administration (7th-12th Grade Pre-arranged Notification for Extended Absence). A student missing a class for any reason counts as an absence. Students will be considered absent from any class for which they miss more than ½ the class period. A student who has accumulated more than six (6) absences per semester solely due to illness or other similar long-term reasons may appeal to the administration in writing within one week of returning from the prolonged absence. A doctor's written excuse will be required to verify the illness absences. School-initiated absences (sports, retreats, etc.) will not be part of the cumulative total of absences for a student. Juniors and seniors will be allowed four days per year for college visits. These visits must be pre-arranged through the school staff and secretary and will not be counted as part of the cumulative absence record. Upon return from the college visit, *a letter from the college visited must be provided to the office secretary for a college day to be entered in attendance.*

Students will have two days for every one day absent to make up and turn in missed work. For pre-arranged absences, students will have one day to make up and turn in missed work for each day absent.

MODESTY/NEATNESS GUIDELINES/DRESS CODE

Modesty begins in the heart, not at the mall. The DCS Modesty/Neatness Guidelines are presented in detail so that our school families will have a clear understanding of the standards agreed to when students are enrolled. The intent of the standards is to present a school-business atmosphere; school is the "job" of our students. The standards are not meant to be divisive, legalistic, or to dictate a pseudo-righteousness. Our Modesty/Neatness Guidelines simply state the appearance we desire for our students – modest and neat. The Modesty/Neatness Guidelines apply from school arrival until departure. The school does not impose guidelines for students involved in non-school functions. The school recognizes parental authority and depends on parents to support the guidelines by **checking their children before school each day to make certain they comply with the DCS Modesty/Neatness Guidelines.**

All DCS students are to arrive at school in compliance to the Modesty/Neatness Guidelines and remain thus throughout the school day and at all school-related activities and events.

Girls - K-3rd Grade

Skirts/dresses, split skirts are to be no shorter than the **top of the kneecap** when seated or standing. Slits are not to extend above the top of the kneecap. Sleeveless dresses and blouses are acceptable; however, there is to be no exposure of undergarments. Students and parents need to check periodically over the course of the school year for physical growth resulting in skirts/dresses becoming too short or tight.

Leggings are appropriate as long as they are worn under skirts and dresses which conform to the modesty guidelines.

Shorts – walking/cargo-type shorts are acceptable. The hem is to be in the area of the kneecap. Cut-offs are not appropriate. No athletic, nylon, rip-stop, board, or baggy (skater-style) shorts.

Slacks, cords, and loose-fitting jeans - are acceptable for school wear if they are clean and whole. Pants are to be hemmed, cuffs are not to drag on the ground, and pants are to be worn at the waist. Jeans should not be skin-tight, nor cling to every part of the body from the waist down. There should be some distinction between the body and the clothing.

- Leggings (except under a dress/skirt) are not acceptable.
- Capri pants (not skin-tight) are acceptable.
- Nice overalls are acceptable with appropriate top underneath.
- No athletic pants, nylon rip-stop-type material, fleece, pajama-type material, sweats, or warm-ups.

Knit shirts that are feminine tops with pictures (geese, bears, flowers, etc.) and/or words on them must be tasteful and conservative. Recreational clothing such as sunglasses, sweatbands, etc. are not appropriate. Plain T-shirts (those meant to be worn as undershirts) are too casual and are not acceptable. Acceptable printing on T-shirts includes ONLY the following: school-related activities (sports, drama, Washington D.C., etc.); store, clothing-line, or athletic brand names/labels; and word-less designs or logos. T-shirts that are worn, faded, stained, wrinkled, or have an overused "locker room" appearance are not appropriate. NO SKIN ZONE – bare tummies and backs are not appropriate at any time. Tanktops, bare midriffs/backs, and tops with suggestive printing are not appropriate.

Sweatshirts/Sweaters – Neat (clean, in good order, trim and tidy) with or without hoods (hoods are not to be worn in the buildings/classrooms) continue to be appropriate. Undergarments are not to be hanging out.

Ornamentation – Nose, cheek, and/or body piercing; tattoos (permanent or wash-off); and unnatural hair coloring are not appropriate. Spike jewelry (necklaces, bracelets, belts, etc.) is not appropriate.

Hats, visors, or sunglasses are not appropriate to be worn in the buildings.

Infractions - If a kindergartener through third grader comes to school in attire not in compliance with the DCS Modesty/Neatness Guidelines, a note will be sent to the parents informing them of the problem. This is to be signed and returned to the issuing teacher the following school day. If there is a second Modesty/Neatness Guideline infraction, the teacher will call the parents to discuss the matter. A third violation will result in a Parent-Teacher conference to discuss the situation.

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Girls - 4th-12th Grade

Skirts/dresses, split skirts are to be no shorter than the **top of the kneecap** when seated or standing. Slits are not to extend above the top of the kneecap. Skirts must extend away from the legs at some point (should not be skin-tight). Sleeveless dresses and blouses are acceptable; however there is to be no exposure of undergarments. Students and parents need to check periodically over the course of the school year for physical growth resulting in skirts/dresses becoming too short or tight.

Leggings are appropriate as long as they are worn under skirts and dresses which conform to the modesty guidelines.

Shorts – walking/cargo-type shorts are acceptable. The hem is to be in the area of the kneecap. Cut-offs are not appropriate. No athletic, nylon, rip-stop, board, or baggy (skater-style) shorts.

Slacks, cords, capris and loose-fitting jeans are acceptable for school wear if they are clean and whole. Pants are to be hemmed, cuffs are not to drag on the ground, and pants are to be worn at the waist. Jeans should not

be skin-tight, nor cling to every part of the body from the waist down. There should be some distinction between the form of the body and the form of the clothing when sitting, standing, and bending over.

- No athletic pants, nylon-type material, rip-stop, fleece, pajama-type material, sweats, or warm-ups.

Feminine knit shirts, blouses, and T-shirts are acceptable, including those with appropriate label printing.

- All tops are to be modest, with moderately high neckline (no cleavage showing at any time – sitting, standing, or bending – no exceptions).
- Shirts should not be skin-tight nor cling to every part of the body. A good indicator is how the shirt fits in the back and/or the tummy– if there is no *loose* fabric, the shirt should not be worn to school.
- No undergarment is to be visible (directly, by outline, or color) outside or through any article of clothing. (Tip: wearing a tight-fitting tank top underneath tops will help create a smoother look.)
- See-through tops are acceptable as long as the garments underneath meet the modesty guidelines.
- All outfits must observe the **NO SKIN ZONE**. No skin is to be visible between tops and bottoms at any time during any activity, no exceptions.
- Tank tops are not appropriate.
- Plain T-shirts (those meant to be worn as undershirts) are too casual and are not acceptable. Acceptable printing on T-shirts includes **ONLY** the following: school-related activities (sports, drama, Washington D.C., etc.); store, clothing-line, or athletic brand names/labels; and word-less designs or logos.
- T-shirts that are worn, faded, stained, wrinkled, or have an overused “locker room” appearance are not appropriate.

Sweatshirts/Sweaters – Neat (clean, in good order, trim and tidy) with or without hoods (hoods are not to be worn in the buildings/classrooms) continue to be appropriate. Undergarments are not to be hanging out.

Ornamentation – Nose, cheek, and/or body piercing; tattoos (permanent or wash-off); and unnatural hair coloring are not appropriate. Spike jewelry (necklaces, bracelets, belts, etc.) is not appropriate.

Hats, visors, or sunglasses are not appropriate to be worn in the buildings.

Infractions – Any student wearing attire not in compliance with the DCS Modesty/Neatness Guidelines will be pulled aside by a DCS staff member to address the dress code violation and issued a Modesty/Neatness Guidelines detention by that staff member. The student will need to come into compliance with the Guidelines for the remainder of the school day before continuing on in classes, whether that means wearing a jacket, a belt, or calling home for a change of clothes to be brought to school.

Three (3) Modesty/Neatness Guidelines violations per year will result in a full-day suspension from school followed by a parent-student-staff conference prior to re-admittance. If you have a question about the suitability of an article of clothing, please bring it to the office *prior* to wearing it to school.

Boys – K- 3rd grade

Slacks, cords, and jeans are acceptable for school wear if they are clean and whole. Pants are to be hemmed, cuffs are not to drag on the ground, and pants are to be worn at the waist. Undergarments are not to be showing at any time. Fitted cargo pants are acceptable (no “baggy” look). No athletic pants, nylon material, rip-stop, fleece, pajama-type material, sweats, or warm ups.

Shorts – walking/cargo-type shorts are acceptable. They are to be worn at the waist with the hem length in the area of the kneecap. Cut-offs are not appropriate. No athletic, nylon, rip-stop, board, or baggy (skater-style) shorts.

Polo/rugby-type shirts with collars and sport shirts with collars are acceptable.

- Cotton button-up sport shirts with a stand-up collar are acceptable.

- Buttoned Henley's and turtlenecks are appropriate.
- Buttons are to be buttoned; the top button may remain unbuttoned.
- Shirts with squared-off hems may be left un-tucked if they are not oversized, extra long, or baggy in appearance.
- **All shirts with tails are to be tucked in throughout the school day.**
- No undergarments or Spandex shirts.
- Plain T-shirts (those meant to be worn as undershirts, no matter the color) are too casual and are not acceptable.
- T-shirts with acceptable printing may be worn. Acceptable printing on T-shirts includes ONLY the following: school-related activities (sports, drama, Washington D.C., etc.); store, clothing-line, or athletic brand names/labels; and word-less designs or logos.
- T-shirts that are worn, faded, stained, wrinkled, or have an overused "locker room" appearance are not appropriate.

Sweatshirts/Sweaters – Neat (clean, in good order, trim, and tidy) sweatshirts, with or without hoods, continue to be appropriate. Hoods are not to be worn in the buildings/classrooms. All sweatshirts are to be worn with an appropriate shirt underneath in case the sweatshirt is removed during the school day (see above). No shirts are to hang out underneath sweatshirts or sweaters. Any sweatshirt that is faded or has an overused "locker room" appearance is not appropriate.

Hair – must be clean, neatly trimmed, and of moderate length. At all times, hair is to be above the eyebrows, above the earlobe, and off the standard collar. If the hair borders on growing too long, a reminder will be sent to the parents to have the hair cut.

Ornamentation – Nose, cheek, body, and/or ear piercing; tattoos (permanent or wash-off); and unnatural hair coloring are not appropriate. Spike necklaces, bracelets, belts, etc., are not appropriate.

Hats, visors and sunglasses are not appropriate to be worn in the buildings.

Infractions – If a kindergartener through third grader comes to school in attire not in compliance with the DCS Modesty/Neatness Guidelines, a note will be sent to the parents informing them of the problem. This is to be signed and returned to the issuing teacher the following school day. If there is a second Modesty/Neatness Guidelines infraction, the teacher will call the parents to discuss the matter. A third violation will result in a Parent-Teacher conference to discuss the situation.

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Boys – 4th – 12th Grades

Slacks, cords, and jeans (no tight fit) are acceptable for school wear if they are clean and whole. Pants are to be hemmed (cuffs are not to drag on the ground) and worn at the waist – undergarments are not to be showing at any time. Fitted cargo pants are acceptable (no "baggy" look). No athletic pants, nylon rip-stop material, fleece, pajama-type material, sweats, or warm-ups.

Shorts - walking/cargo-type shorts are acceptable. They are to be worn at the waist with the hem length in the area of the kneecap; all shorts are to be hemmed. Cut-offs are not appropriate. No athletic, nylon, rip-stop, board, or baggy (skater-style) shorts.

Polo/rugby-type shirts with collars and sport shirts with collars are acceptable.

- Cotton button-up sport shirts with a stand-up collar are acceptable.
- Buttoned Henley's and turtlenecks are appropriate.
- Buttons are to be buttoned; the top button may remain unbuttoned.
- Shirts with squared-off hems may be left un-tucked if they are not oversized, extra long, or baggy in appearance.
- **All shirts with tails are to be tucked in throughout the school day.**
- No undergarments or Spandex shirts.
- Plain T-shirts (those meant to be worn as undershirts, no matter the color) are too casual and are not acceptable.
- T-shirts with acceptable printing may be worn. Acceptable printing on T-shirts includes ONLY the following: school-related activities (sports, drama, Washington D.C., etc.); store, clothing-line, or athletic brand names/labels; and word-less designs or logos.
- T-shirts that are worn, faded, stained, wrinkled, or have an overused "locker room" appearance are not appropriate.

Sweatshirts/Sweaters – Neat (clean, in good order, trim, and tidy) sweatshirts, with or without hoods, continue to be appropriate. Hoods are not to be worn in buildings/classrooms. All sweatshirts are to be worn with an appropriate shirt underneath in case the sweatshirt is removed during the school day (see above). No shirts are to hang out underneath sweatshirts or sweaters. Any sweatshirt that is faded or has an overused "locker room" appearance is not appropriate.

Hair – must be clean, neatly trimmed, and of moderate length. At all times, hair is to be above the eyebrows, above the earlobe, and off the standard collar. If hair begins to grow too long, a notice will be sent home to be signed and returned the next school day; failure to do so will result in a Modesty/Neatness detention. Failure to get the hair cut within seven days will result in a Modesty/Neatness detention.

Ornamentation – Nose, cheek, body, and/or ear piercing; tattoos (permanent or wash-off); and unnatural hair coloring are not appropriate. Spike necklaces, bracelets, belts, etc., are not appropriate.

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