

DAMASCUS CHRISTIAN SCHOOL

PARENT - STUDENT HANDBOOK 2009-2010



THE HEART OF EDUCATION IS
EDUCATION OF THE HEART

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A Word From the Administrator for Times Such as These

Dear Parents,

These are troubling times on many fronts – economically, culturally, socially, and morally. On the other hand, these are great days of opportunity, spiritually-speaking. As the times grow darker and people lose their way, there is an increased need for light and guidance. Jesus has been, is, and will be our faithful guide through these turbulent and disquieting days. “I am the light of the world; he who follows Me shall not walk in the darkness, but shall have the light of life” (Jn. 8:12, NASB).

Those of us who know and follow Jesus have this light. It is the Spirit of truth, the Holy Spirit who indwells every believer (Jn. 14:17). It is because of that resurrection power within that we can face uncertain tomorrows with confidence and optimism. He gives us hope and certainty in bleak and discouraging times. And He gives us the motivation to keep on keeping on when it comes to the enormous job of training and nurturing our children to help them become faithful followers of Jesus Christ. For that daunting task, a team approach is best.

That forms the unique partnership between families such as yours and Damascus Christian School. This distinctive joint venture is one of shared values, common goals, a deep love and commitment to the Lord and each child, and an eternal outlook on life. Our mission statement defines this home-school relationship, “Damascus Christian School’s mission is to assist Christian parents in the Biblical training of their children spiritually, intellectually, socially, emotionally, and physically to help prepare them to be faithful followers of Jesus Christ for God’s glory and the building of His Kingdom.”

Our desire is to extend your influence and that of your local church during the school day. Home, church, and school – all reinforcing and supporting common and life-sustaining values. Ecclesiastes 4:12b says it well – “A cord of three strands is not quickly torn apart” (NASB).

This handbook has been designed to enable both home and school to function as a team in the training and education of your child. We have outlined our mission statement and educational philosophy to clarify why we exist. In addition, we have included various policies and procedures which help set the parameters where learning and Christian growth can take place. You will notice that we have sought to streamline our handbook to make it more useful and user-friendly. So welcome to a new school year and to the team committed to assisting you in the Biblical training of your children to help them become faithful followers of Jesus Christ.

Because He lives,

Tim Oakley, Principal
Damascus Christian School, 2009-2010

A BRIEF HISTORY OF DCS . . .

Damascus Christian School began as an earnest desire on the part of the pastor and several families at Damascus Community Church for a Biblically-based educational alternative for their children. Through the faithful prayers and thorough groundwork of these people, DCS became a reality.

In 1975, Damascus Christian opened its doors to 54 preschoolers and 49 first through ninth graders. Three full-time teachers (one teaching plus handling the administration) and one part-time teacher, plus a part-time secretary, made up the staff. The first year was characterized by a strong leaning on the Lord and His supply. The enrollment of students from families with a pioneering spirit, the equipping of classroom with desks and supplies, and the timely provision of a teacher the week before school began all pointed to the fact that God was leading. Further evidence of God's graciousness and steadfastness was demonstrated as the school was thrust into the midst of a legal struggle which culminated in an appeal at the U.S. Supreme Court level.

Enrollment grew as did the staff. By the third year, administration became a full time responsibility to oversee the growing demands of the school. In 1978, a major curricular change was made, moving students from an individualized learning approach to a traditional classroom setting. Course offerings began to expand, particularly for the high school students.

Over the years, the school has made numerous adjustments but one thing has never altered - the desire to see young people develop a Biblical worldview, one which assists them in evaluating statements and events and choosing a course of action or response that lines up with Scripture. The Bible continues to be the cornerstone for curriculum and daily practice.

A new building was added in 1988, housing a full size gym, shower/locker rooms, and four classrooms, including a computer lab. In 1993, we occupied two new modular classrooms. In the fall of 1995, we moved into a fully equipped science lab. In 1998, two more modular classrooms were added to better accommodate our students. In 2004, a centralized library was completed. By 2005, we acquired kindergarten through high school accreditation through Association of Christian Schools International (ACSI) and Northwest Association of Accredited Schools (NAAS).

We are thankful for the rich heritage God has given DCS from those Damascus Community Church visionary families who prayed for the establishment of the school, to those who have faithfully supported it over the years. We are thankful too, for the wonderful staff He has given us, those who see this as a ministry rather than a job. Our on-going desire is to see students who have graduated from Damascus Christian School strengthen local churches and make an impact, world-wide, for the cause of Christ. We strive to assist Christian parents in the Biblical training of their children spiritually, intellectually, socially, emotionally, and physically, to help prepare them to be faithful followers of Jesus Christ for God's glory and the building of His Kingdom. It is to that end that we commit ourselves.

DCS MISSION STATEMENT:

DAMASCUS CHRISTIAN SCHOOL'S MISSION IS TO ASSIST CHRISTIAN PARENTS IN THE BIBLICAL TRAINING OF THEIR CHILDREN SPIRITUALLY, INTELLECTUALLY, SOCIALLY, EMOTIONALLY, AND PHYSICALLY, TO HELP PREPARE THEM TO BE FAITHFUL FOLLOWERS OF JESUS CHRIST FOR GOD'S GLORY AND THE BUILDING OF HIS KINGDOM.

Philosophy of Christian Education

Even though the terms Christian School or Christian Education are not found in the Bible, Scripture gives explicit principles on moral and spiritual instruction of believers in general and of children in particular. High value is placed upon knowledge and wisdom and the application of that knowledge and wisdom to all of life (Deut. 6:1-9; Proverbs 1:1-7; Colossians 1:9-14; Titus 1:1-2, 2:1, etc.).

We view Damascus Christian School as a part of each child's Christian education in cooperation with the Christian home and church. God has revealed Himself to man through His Creation (John 1:1; Hebrews 1:2; Romans 1:20, etc.). His self-revelation is the substance of Christian belief. What we call "Biblical Christianity" is the application to life of the basic truths that God has revealed. The goal of our educational philosophy is to provide a Biblical Christian worldview. Some of the foundational concepts of this worldview are as follows:

1. We begin with God's Word, not with man's wisdom or knowledge (I Cor. 1:18-25; Heb. 4:12; Is. 55:9; Ps. 119:105).
2. God is the source of all truth and wisdom (Proverbs 9:10; John 8:31-32, 14:6; Romans 11:33-36).
3. God is the Creator and Sustainer of all things (Gen. 1:1; John 1:1-3; Col. 1:15-17).
4. God is Sovereign over His entire creation (Acts 17:24-28; Rev. 4:11, 20:11-15).
5. God's Word teaches that He created the world recently and purposefully, and that it was "very good" in its original state (Gen. 1:31; Ex. 20:11; Mark 10:6).
6. God created man in His Own image, giving human life unique value and sacredness (Gen. 1:26-27, 9:6).
7. The original "good" creation was ruined by the deliberate choice of man to rebel against his Creator (Gen 3:17-19; Romans 5:12-19, 8:20-21).
8. As a consequence of the Fall of man, we are entirely dependent on the Holy Spirit for the illumination of Truth (I Cor. 1:18-2:16).
9. Individual value and destiny can only be correctly ascertained in the light of the Person, purpose, and works of God as revealed in His Word (I Peter 1:3-5, 18-29, 2:9; Phil. 1:6; I Cor. 1:26-31).

In summary, Christian education is the integration of Biblical truth in all areas of study, not merely adding Bible study to the standard curriculum. Teaching the whole child is only possible when Biblical truth is the very foundation and context for all subjects taught in the Christian school (II Timothy 3:16-17).

God has given the home and the church the responsibility to educate. Therefore, as an extension of these institutions, the Christian school has a Biblical mandate to educate. We believe the relationship between these three institutions to be as follows:

The Home

The Bible makes it clear that education is to begin in the home, i.e., parents are responsible for the education of their children (Gen. 18:19; Deut. 6:7; Prov. 22:6; Eph. 6:4; II Tim. 1:5, 3:15, etc.).

The Church

The New Testament indicates that the responsibilities of the church include education as well as evangelism (Matt. 28:19-20; Acts 2:42; II Tim. 2:2). The Scriptural presentation of the church as a Body – an organism that grows and matures – implies a teaching function for this institution (I Cor. 12:12-28). Also, the recognition of the gift of teacher (Romans 12:4-7) assumes the necessity of teaching in local churches.

The Christian School

In order to reinforce the educational ministries of the home and the church, Christian schools have been formed. Damascus Christian School is a ministry of Damascus Community Church for its families as well as Christian families of the greater Portland area. The work of our school is an extension of the Christian educational ministries of the Christian home and church.

Our purpose at DCS is to assist Christian parents, not take their place. Parent should *not* enroll their children with the intent that the school will *reform* them. We want to extend, reinforce, and support the influence of Biblical training in the home within the context of our school setting. Because of that, we enroll students from families where at least one parent professes faith in Jesus Christ and the student (especially grades 7-12) is also a professing believer. Parents and students must also be actively participating in a Bible-teaching local church and be in full agreement with the mission, philosophy and standards of Damascus Christian School. The mutual support and cooperation of the Christian school, home, and local church are absolutely essential for meeting our goal of *life transformation* (Rom. 12:1-2). This life transformation requires alignment between the home and school regarding lifestyle issues. On occasion, the atmosphere or conduct within a particular home may be counter or in opposition to the Biblical lifestyle the school seeks to teach and model. This includes, but is not limited to issues of sexual morality, sexual orientation, and other things we consider to be matters of Biblical moral principle (Col. 3:17; Titus 2:7-8; I Thess. 5:22; Rom. 1:24-32). We recognize that when the home and school are not aligned on these issues, it may become impossible for us to fulfill our mission. For this reason, the school reserves the right, within its sole discretion, to refuse admission of an applicant or to discontinue enrollment of a student.

And do not be conformed to this world, but be transformed by the renewing of your mind, that you may prove what the will of God is, that which is good and acceptable and perfect.

Romans 12:2 (NASB)

And He gave some as apostles, and some as prophets, and some as evangelists, and some as pastors and teachers, for the equipping of the saints for the work of service, to the building up of the body of Christ; until we all attain to the unity of the faith, and of the knowledge of the Son of God, to a mature man, to the measure of the stature which belongs to the fullness of Christ.

Ephesians 4:11-13 (NASB)

Therefore, if any man is in Christ, he is a new creature; the old things passed away; behold, new things have come.

II Corinthians 5:17 (NASB)

The Heart of Education is Education of the Heart

We believe in and teach these basic Biblical principles:

STATEMENT OF FAITH

1. Scripture - we believe the original autographs of the sixty-six books of the Old and New Testaments to be the verbally inspired Word of God. Our contemporary manuscripts are reliable, and we are using the New King James translation in this constitution. The Scriptures are true, being God-breathed, and therefore, are the final authority for faith and life. Their interpretation is found through diligent study and the grammatical-historical method of interpretation under the enlightenment of the Holy Spirit (2 Tim. 2:15, 2 Tim. 3:16-17; 2 Peter 1:20-21; Ps 119:160).
2. Concerning God - We believe there is one living and true God, creator and sustainer of all and sovereign over all. He is perfect in all His attributes and worthy of our worship. He is one in essence but triune in nature, eternally existing as Father, Son, and Holy Spirit (Gen 1:1-2:25; Isa. 6:3; Deut 6:4; Matt 28:19; Col 1:15-17; Heb 1:3).
 - a. We believe God the Father controls all things according to His good pleasure and perfect will and grace and for His glory. As the absolute and highest ruler in the universe, He is sovereign in creation, providence, and redemption. His Fatherhood involves His relationship to the Son and Holy Spirit within the Trinity; to all mankind as Creator and Lord; and to all who believe in Jesus Christ in an intimate and eternal relationship through redemption and adoption as His own (Ps. 145:8,9; I Cor. 8:6; 1 Chron. 29:11; Ps. 103:19; Rom. 11:33; John 1:18; Ephesians 1:3; I Corinthians 11:3; Luke 3:38; John 1:12; Ephesians 1:3-6; Hebrews 12:5-9).
 - b. We believe that Jesus is Lord and Christ, the eternal Son of God who became man (incarnate) by virgin birth, and yet remains God, therefore fully God and fully human. He lived a sinless life and died a substitutionary death for the sin of all mankind. He was bodily resurrected and ascended to the right hand of the Father where He now ministers. He will return at any time now to take His Church out of the world. He is the One through whom the Father will judge all mankind (Isaiah 7:14; Matthew 1:18-23; Acts 2:36; John 1:1,14; Isaiah 53:5-6; I Peter 3:18; Acts 1:3-11; Romans 8:34; Hebrews 7:25; I Thessalonians 4:16-17; Revelation 19:11-20; 19:6).
 - c. We believe the Holy Spirit is at work in the world convicting mankind concerning sin, righteousness, and judgment, and guiding believers in the truth. He ministers to believers in many ways, including baptizing, indwelling, illuminating, empowering, filling, gifting and producing fruit. With regard to the sign gifts, we believe that biblical speaking in tongues was never the common or necessary sign of the baptism or filling of the Holy Spirit. With regard to healing, we believe the ultimate deliverance of the body from sickness or death awaits the consummation of our salvation in the resurrection, though God frequently chooses to answer the prayers of believers for physical healing (John 16:7-15; Acts 1:8; Ephesians 3:16; 5:18; I Corinthians 12:6-13; Galatians 5:22-23; Romans 8:5-27; Acts 2:6-8; I Corinthians 1:22; 14:21-22).
3. Mankind - We believe that mankind, first male and then female, was directly and immediately created by God in His image, giving human life unique value. Mankind was created to enjoy fellowship with God, glorify Him and be stewards of His earthly creation. The first man, Adam, sinned with the result that the sin nature is inherited by all, therefore all mankind stand

condemned before God (Gen 1:26-28, 2:7, 20-23; 1Tim. 2:13; 1 Cor. 10:31, 15:22; Rom 3:23, 5:12, John 3:16-18).

4. Salvation - We believe that salvation is wholly of God, by grace through faith in the redemptive work of Jesus Christ (Eph 2:8, 9). Regarding this salvation, our Lord says, "Most assuredly, I say to you, he who hears My word and believes in Him who sent Me has everlasting life, and shall not come into judgment, but has passed from death into life" (John 5:24 NKJV). "Jesus said to her, "I am the resurrection and the life. He who believes in Me, though he may die, he shall live. And whoever lives and believes in Me shall never die. Do you believe this?" (John 11:25-26). "No one can come to Me unless the Father who sent Me draws him; and I will raise him up at the last day" (John 6:44). "My sheep hear My voice, and I know them, and they follow Me. And I give them eternal life, and they shall never perish; neither shall anyone snatch them out of My hand. My Father, who has given them to Me, is greater than all; and no one is able to snatch them out of My Father's hand" (John 10:27-29). "He who believes in Him is not condemned; but he who does not believe is condemned already, because he has not believed in the name of the only begotten Son of God" (John 3:18).
5. Church - We believe that all who place their faith in Jesus Christ are immediately baptized by the Holy Spirit into one united spiritual Body - the Church (1 Cor. 12:12,13) of which Christ is the Head (Eph. 1:22, 4:15; Col.1:18).
 - a. We believe the Church's purpose is to worship and glorify God (Eph. 3:21) by devoting themselves to prayer (Acts 2:42), by praise (Acts 2:47), by building itself up in the faith (Eph. 4:13-16), by instruction of the Word (2 Tim. 2:2,15, 3:16,17), by fellowship (Acts 2:42; I John 1:3), by keeping the ordinances (Luke 22:19; Acts 2:38-42), and by advancing and communicating the Gospel to the entire world (Matt. 28:19; Acts 1:8, 2:42).
 - b. We believe that the establishment and continuance of local churches is clearly taught and defined in the New Testament Scriptures (Acts 14:23,27, 20:17,28; Gal. 1:2; Phil. 1:1; I Thess. 1:1; 2 Thess. 1:1).
 - c. We believe that the unity Christ gives us bears witness to His saving and sustaining grace (John 17: 20-21).
 - d. We believe that the one, supreme authority for the Church is Christ (I Cor. 11:3; Eph. 1:22; Col. 1:18), through Whom order, discipline, and worship are established.
 - e. We believe the disciplining of sinning members of the congregation is in accord with the standards of Scripture (Matt. 18:15-22; Acts 5:1ff., I Cor. 5:1:13; 2 Thess. 3:6-15; I Tim. 1:19,20; Titus 1:10-16).
 - f. We believe that two ordinances have been committed to the local church: water Baptism and the Lord's Supper (Matthew 26:26-28, Matthew 28:18-20).
6. Christian Conduct - We believe the grace of God that brings salvation has appeared to all men, teaching us that, denying ungodliness and worldly lusts, we should live soberly, righteously, and godly in the present age, looking for the blessed hope and glorious appearing of our great God and Savior Jesus Christ, who gave Himself for us, that He might redeem us from every lawless deed and purify for Himself His own special people, zealous for good works (Titus 2:11-

14). Therefore we believe this salvation gives the believer responsibilities in relationship to the three institutions God has established: the family, the state, and the church.

- a. The Family - The institution of family has as its foundation the marriage of one man to one woman, as described in Genesis 2:24, "...a man will leave his father and mother and be united to his wife, and they will become one flesh." This union is intended to be lifelong, as Jesus counseled in Matthew 19:6, "...Therefore what God has joined together, let man not separate." Love, mutual respect, and care are to guide family members as they fulfill Biblical responsibilities toward one another. Sexual acts and sexual intimacy are reserved for and appropriate only within this marriage relationship. We believe that life begins at conception and that human life is uniquely sacred. God alone has the prerogative to give and take life (Genesis 2:18-25; Matthew 19:3-9; Exodus 20:14; I Corinthians 6:18; Psalm 139:13-16; Genesis 9:6; Ephesians 5:21-6:4; I Timothy 5:3-8, Duet 32:39, I Sam. 2:6).
- b. The State - God has established governing authorities for the purpose of maintaining order in society and punishing wrongdoers. Submission to such authorities is commanded and may be set aside only when the command of such authorities is in violation of other Biblical commands (Romans 13:1-7; I Timothy 2:1-4; Acts 5:25-32).
- c. The Church - As members of the body of Christ, the Church, we are also members of one another, and are called to mutual love, care, and service toward one another. Our purpose is that every believer grows in likeness to Christ and the service of every member works together toward this end. All of our gifts and resources come from God and belong to Him. The work of the church is financed by the regular, proportional giving of God's people. Believers are to live at peace with one another and resolve disputes between one another within the fellowship of believers. As witnesses who have experienced life in Christ, all believers are involved in sharing the message of salvation by various means (Romans 12:3-16; Ephesians 4:7-16; I Corinthians 16:1-2; II Corinthians 9:6-9; I Corinthians 6:1-8; Acts 1:8; Matthew 28:18-20; Philippians 2:3-4).

7. Angelic Beings - We believe that angels, beings of a higher order than mankind, were created to serve God and worship Him. We believe the angel Satan exists and is the author of sin. He rebelled against God, involved other angels in his rebellion, and thus incurred God's judgment. Satan's temptation of Eve led to mankind's choice to sin (Genesis 3:1-7; Job 1:6-7; Job 38:4-7; Psalm 103:20; Matthew 25:41; Luke 10:18).

8. Future - We believe Christ is coming soon to take those who are "in Christ," both living and dead, to be with Him. After a seven-year period of tribulation on earth, Jesus will establish His Millennial Kingdom. At the close of that age, opposition will arise, over which God will triumph. The dead will be raised and all unbelievers will be condemned to everlasting death in the lake of fire, along with Satan and his fallen angels. All who have believed will inherit eternal life with God in the new Heaven and earth (Daniel 9:24-27, Matthew 24:36, I Thessalonians 4:13-18, II Peter 3:10-13, Revelation 12:7-12, Revelation 20, Revelation 21).

ACADEMIC

This section of the handbook deals specifically with issues and policies related to academics.

ACCREDITATION

“That you may approve the things that are excellent...” (Phil. 1:10a). In 2005, DCS was given full accreditation, kindergarten through high school by the Association for Christian Schools International (ACSI) and Northwest Association of Accredited Schools (NAAS). The purpose of accreditation is to assist schools in achieving a standard of excellence and to encourage them in a continuous process of assessment and ongoing institutional development. In addition, it allows for high school credits to transfer to other schools and can substantially ease the college admittance process. Our accreditation runs through 2011; at that time, we will go through the process again in order to renew and uphold our accreditation status.

Damascus Christian School is a registered private school in the State of Oregon.

CURRICULUM

DCS seeks to complement and support the Christian home in training young people to live in God’s will for their lives. Our curriculum reflects this philosophy. The two-fold purpose of our Christ-centered curriculum is to provide a well-integrated academic program and give each student the opportunity to see life from God's vantage point, in other words, to develop a Biblical worldview (Prov. 2:1-9).

We emphasize both academic excellence and Christian character development by offering a variety of subjects and activities designed to develop commitment to God and an excitement to learn. We have the privilege of integrating spiritual truths with academic subjects in order to prepare students to face the pressures of life from a Biblical perspective. What a student learns today will be the foundation for future development and achievement.

Bible, language arts, math, science, history/government, health, music, art, and physical education make up the basis for our curriculum. At the high school level, students may choose a college prep track or a standard diploma track. Choir, band, art/woodworking, yearbook, contemporary issues, computers, foreign languages, and speech round out our curricular offerings. Courses vary from year-to- year dependent upon needs and available personnel.

HOMEWORK

Purpose of Homework

In addition to introducing all subjects, the elementary years are training for high school and college study habits. Homework assignments are a training ground to prepare for independent study. According to a recent Duke University study, researchers have reviewed more than 60 research studies on homework between 1987 and 2003 and concluded that homework does have a positive effect on student achievement, especially in grades 7 - 12.

Reasons for assigning homework are:

- to nurture the habit of home study and develop responsibility for taking an assignment home and bringing it back to class completed.
- to reinforce and apply skills learned in the classroom.
- to acquaint the parent with his/her child’s work.
- to complete work not finished in school.
- to participate in activities that further challenge the abilities of the student.

Homework will be necessary when the student is behind in his work due to illness (see **Attendance** for explanation of makeup work due to absenteeism).

In preparation for higher education, high school students should expect more homework (generally 20-25 minutes per evening per solid subject) than students in lower grades.

PLAGIARISM

Plagiarism has been defined as "...copying the words or ideas of another person or institution without acknowledging that you got those words or ideas from that source" (Emory University Writing Center). It is the idea of kidnapping or abducting someone else's work and calling it your own. It is stealing. It is wrong. With the advent of the Internet and the myriad of sources available to download, the temptation to use someone else's creation and call it your own is always there. Students who resort to such tactics will receive a zero for the assignment and appropriate disciplinary action.

GRADING

The grading system of our school is designed to give parents and students a true indication of the child's progress or lack thereof.

A - Superior (90-100)

B - Above Average (80-89)

C - Average (70-79)

D - Below Average (60-69)

F - Failing (0-59)

I - Incomplete (no grade given – must be made up within a specified time)

P/NP - Pass/No Pass

S,N,U – (Elementary music and P.E.)

Class rank and Grade Point Average (GPA) are determined by considering all courses (other than PASS/NO PASS) taken in ninth grade through the first semester of twelfth grade. To determine valedictorian and salutatorian honors, the following designations will be used effective with the class of 2010:

A+ = 4.0	A = 4.0	A- = 3.7
B+ = 3.3	B = 3.0	B- = 2.7
C+ = 2.3	C = 2.0	C- = 1.7
D+ = 1.3	D = 1.0	D- = 0.7
F = 0		

Transfer students are considered for class rank, valedictorian, and salutatorian honors if enrolled at DCHS during their junior year.

HONOR ROLL

Every quarter an Honor Roll is posted for grades four through twelve, based upon academic performance. The *Highest Honors* designation is awarded to those who establish a straight A record. *Honors* is given to any combination of A's and B's.

A "U" (unsatisfactory) in any of these subjects will keep a student from being on the Honor Roll that quarter. Honor Roll status requires an "S" (satisfactory) report in classroom behavior, application, attitude, and effort.

ACADEMIC PROBATION

The role of the Christian school is primarily academic within the context of Scriptural principles. Our purpose is to prepare students to function as productive members of our society, accurately reflecting the love and compassion of Christ.

We seek to provide an environment that is conducive to learning and growth. We desire to see each student work to his fullest potential, utilizing those gifts and abilities which the Lord has given to him. With that in mind, a student may be placed on academic probation for the following reasons:

1. failure to maintain grades consistent with the student's learning potential,
2. consistent pattern of failure to complete and/or turn in assignments when due,
3. cheating (Proverbs 20:23).

PARENT-TEACHER CONFERENCES

Parent-Teacher Conferences are an important aspect of school-home communications. Time is set aside at the end of the first and third nine-week grading periods in order for parents to meet with their child's teacher(s) to discuss the student's progress to date. Each family with elementary grade children will be sent a schedule approximately two weeks prior to the conference time. Fifteen minutes is allotted for each conference. If additional time is needed or desired, it can be arranged with the teacher for another time. **Parent-Teacher Conferences are important and should be a family priority. Because of the importance of these conference times, we strongly urge parents not to schedule an early-leave vacation or other options and miss their conference time with their children's teacher(s).**

For parents with students in seventh through twelfth grades, individual conferences are not scheduled. Instead, parents may come during specific times on conference day and pick up the report card from their child's homeroom teacher. After conferencing with that teacher, they may proceed to meet with their child's other instructors. Each conference should be no more than five minutes per teacher. Needed additional time should be arranged with the individual teacher for a later time.

Conferences may be scheduled at any time during the school year. If you would like to meet with your child's teacher(s), please contact them directly to arrange a time.

ACHEVEMENT TESTING

Every other spring, overall student progress is measured through standardized testing. This gives us a comparison between DCS students and those of the same age/grade level across the United States. In addition, it helps us spot potential weak areas in our curriculum and/or teaching methods. Results are available for parent review.

GRADUATION REQUIREMENTS

Students at the high school level may pursue either a college prep or a standard diploma track. Both will adequately prepare them to enter schools of higher learning; the college prep program is more in-depth, academically.

Bible (4 credits)

English (4 credits - shall encompass the study of the English language including grammar, vocabulary, spelling, literature, research, writing, speaking, and listening skills.)

Mathematics (2 credits - shall encompass at least geometry. For those considering college, as much math as possible should be taken.)

Science (2 credits - shall include a year each in physical science and biology. Chemistry required for those considering college. Physics or Advanced Biology is strongly recommended for college-bound students.)

History/Social Studies (4 credits - shall include a year each of World History, U.S. History, Contemporary Issues, and Government/Economics.)

PE/Health (1 credit each - inter-school sanctioned athletic participation may be used in place of PE credit.)

Computers (1 credit minimum - shall include successfully learning keyboarding, word processing, spreadsheets, database, page and graphics layout, and PowerPoint.)

Foreign Language (2 years of the same language is recommended for college-bound student)

Electives The remainder of a student's schedule is filled with various electives, designed to better equip him in a variety of disciplines. These include drama, ensemble, band, yearbook, home ec, classroom aiding or mentoring, office aiding, etc. These vary from year-to-year, dependent upon needs and interest of students, and availability of personnel.

To receive a standard diploma, a student must successfully complete twenty-four (24) credits in four years. The student who wishes to have the college prep endorsement must successfully complete twenty-six (26) credits in specific subject areas with a 3.00 GPA by the end of their eighth semester.

CLASS FAILURE AND CREDIT RECOVERY

Each **quarter** failed in a *required* high school class must be made up to recover credit necessary for graduation. Elective classes *may* also need to be retaken, depending on a student's credit situation for high school graduation/college entrance requirements. The academic advisor will provide guidance and accountability through initial and periodic contact with the family during the credit recovery process.

DCS accepts work retaken through public high school (or college) summer school or night class programs as well as approved correspondence courses. Approved home schooling, tutoring, and teacher-supervised studies may be acceptable options. Courses unique to DCS (i.e., Contemporary Issues, Bible, etc.) will be retaken through independent study.

Credit recovery work is to be completed by a specific due date. Failure to do so will result in a conference to determine the next course of action. Seniors who fail a class will conference with the DCS Academic Advisor (and possibly classroom teachers) to determine options available to them. This may include the possibility of not participating in the graduation ceremony or participating with a blank diploma; a diploma will be issued upon completion of satisfactory credit recovery work.

The grade received through the make-up work will average with the "F" for the equivalence of a new quarter grade in its raising the semester grade and grade point average (GPA). The transcript will record the original "F," the new grade, the raised GPA, and the recovered ¼ credit.

Opportunity for credit recovery will be extended for two "F's" (in the same or different classes). A third failing grade may result in expulsion from school. Each situation will be reviewed by the academic advisor, faculty, administration, and parents.

TRANSCRIPTS

Two transcripts will be sent to colleges or given to students free of charge. Additional transcripts may be obtained for \$1.00 each.

STUDENT TRANSFER/WITHDRAWAL

If it becomes necessary to withdraw a student from DCS, please notify the school office and the bookkeeper at least 24 hours in advance. Students must obtain a withdrawal form from the office and have it properly completed and initialed before records can be released. In addition, all fees must be current and all text books returned. A copy of the most recent report card and current grades will be given to the parent when all of the above steps are complete.

An exit conference may be requested by the school administrator with parents and student.

All records will be sent to the next school based upon applicable State and Federal rules.

POLICIES AND PROCEDURES

ACCIDENTS/EMERGENCY DATA CARD

Minor scrapes, bumps, cuts, and bruises will be treated at school. If further attention seems needed, the office will call the student's home or the emergency number given on the *Emergency Data Card*. Scripture reminds us, "A prudent man foresees the difficulties ahead and prepares for them" (Prov. 22:3). Therefore, it is essential for parents or guardians to accurately complete both sides of the *Emergency Data Card* for each child prior to the start of each new school year. If you move during the school year, please contact the school office to make necessary address/phone changes. (Dispensing of prescription medicines - see Medication.)

ADDRESS AND PHONE CHANGE

Please notify the school office at once when there are changes in street address and/or telephone numbers.

ADMISSION POLICY/PROCEDURE

Christian education involves the whole person; therefore, it is desirable that all elements which bear on the education of a child be consistent and properly reinforce one another.

In view of this, it is of paramount importance that a Christian school be supported by a Christian home and a Bible-believing/teaching church. DCS was founded to educate the children of Christian parents (those who have received Jesus Christ, by faith, as their Savior). The school does not exist to replace the training of the home or the church; all three should complement one another. Each should be in Biblical agreement for a truly well-rounded Christian education of the child. It is therefore necessary that all the parents agree with the philosophy and teaching of the school.

The following admission policies have been adopted to assure consistent standards of admission in agreement with the philosophy and purpose of the school:

1. The parents must be born-again, Bible-believing, Christ-honoring Christians. (An exception may be made when only one parent is born-again, provided the non-believing spouse agrees not to oppose the Biblical teaching of the school.)
2. The parents must state in writing that they have read and agree with the *Statement of Faith* of the school, and both parents must agree to have their children educated in accordance therewith.
3. The parents must agree in writing that
 - a. the school has full discretion in the discipline of their children within bounds of the discipline policy.
 - b. the school has full discretion for the grade placement of children.
 - c. they will meet all tuition and other financial obligations.
 - d. they will willingly support the school in prayer and in lending practical help as needed by the school.
 - e. they have read, agree with, and will perform all that is required by the following *Parent's Code*:

PARENT'S CODE

1. I will pray earnestly for Damascus Christian School.
 2. I will cooperate fully in the educational functions of DCS doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ all of his or her life.
 3. I will pay all of my financial obligations to DCS on or before the date due. If I am ever unable to pay on time, I will notify the Bookkeeper in advance a) giving a reasonable explanation for the delay and b) stating when payment can be made.
 4. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables. As God has prospered us, may we be faithful to Him.
 5. I will undertake volunteer duties and responsibilities for DCS as opportunities arise and as God provides time and strength.
 6. I will recommend DCS to other Christian families as opportunities arise.
 7. I will attend meetings and parent functions of the School regularly, even though I may not be able to achieve perfect attendance.
 8. If I become dissatisfied with the School in any respect, I will seek to resolve the matter with the person or persons most directly involved rather than to spread criticism or hold a negative attitude in my heart.
 9. I will seek the advancement of DCS in all areas - spiritually, academically, socially, emotionally, and physically.
 10. All families must be in active fellowship with a Bible-believing church (Heb. 10:24).
4. Following entrance testing, parents/guardians and prospective students must be interviewed by the school administrator, and at his discretion, the grade-level teacher(s) and/or educational therapist of the

prospective student. Junior high and high school students must be willing to complete and sign the *Student Agreement Form* each year.

6. Prospective kindergarten students must be five (5) years old by September 1st of their entering school year. (First graders must be six (6), etc.)
7. Students of parents who are members of Damascus Community Church have priority for enrollment.
 - a. Students of school families have priority over students of prospective school families.
 - b. When teachers and staff at DCS/DCC apply for admission of their first child, they will be considered to be a school family so as to have priority accorded a school family.
8. We do not feel it is “unchristian” to deny admission to students who have a record of serious disciplinary or psychological problems or those who require help from specially trained personnel.

Applications are accepted throughout the year. These go into an applicant’s pool and are considered as openings arise or for the following year’s enrollment. Applicants for admission, kindergarten through twelfth grade, may secure a student application packet on line (www.damascuschristianschool.org) or through the school office. Follow the instructions on the *Application for Admission* packet. Upon completion of the application, the forms, along with the registration and testing fee, must be submitted to the office. When all paperwork has been submitted, entrance testing is then scheduled for the child. Following testing, an interview with the prospective student(s) and both parents or guardians (exception - single parent) will be scheduled with the school principal. The student’s latest report card and the most recent standardized achievement test scores (kindergarten and first grade students exempt) are to be brought to the interview.

ARRIVAL

Student supervision begins at 8:15 AM. Consequently, **no children are to be on the school grounds prior to 8:15 AM unless special permission has been granted through the school office.**

Please follow closely the arrival/drop-off procedures communicated to each school family prior to the beginning of school. Our concern is for the safety of each child; therefore, it is essential that the drop-off/pick-up patterns be consistently followed.

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 twelve (12) times per semester (6 times per quarter), his final semester average will be lowered 2 percentage points for each class session missed after the 12th absence. Parents will be notified after the 8th absence and at the 12th 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 twelve (12) 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.

Process for Excusing Absences:

On the day of return from an absence, **secondary students** (7-12 grades) must check in at the office with a written excuse explaining the reason for the absence for a re-admit slip; **elementary students** turn in their excuse to their teacher. The admit slip for 7-12 grade students is to be presented to each teacher at the beginning of class. If, by the third day, no note has been returned, a detention will be issued as a reminder for the student and parents

Make-up Work:

Make-up work will be the responsibility of the student and parents. **The student must check with his teacher(s) for missed assignments upon return to class.** Missed work because of absence must be submitted within twice the number of school days the student was absent. The only exceptions are scheduled tests and quizzes; if the student was present when test material was covered or if they were present for pre-assigned projects and assignments, those tests and/or assignments shall be due on the date of the student's return to class. Special circumstances may warrant additional time, but the time granted will generally not exceed the amount stated above. Failure to complete work will result in the lowering of grades according to the value of the work missed. Please check with the band instructor regarding make up for absences or failure to bring an instrument to class.

Early dismissal for sports: Students participating in athletics, extra-curricular activities, etc., must 1) turn in all work due that day and 2) obtain work that will be missed and due the next day BEFORE leaving school for an early dismissal. Arrangements for scheduled tests and quizzes must be made with classroom teacher at least one day prior to an early dismissal. It is the students' responsibility to make sure *they* check with their teacher(s) for work they may miss.

II. PREARRANGED ABSENCES

For non-illness absences, please follow these procedures:

A. Elementary

- 1) Parent is to notify teacher with a note as far in advance as possible of the expected absence. If the student will be **absent a week or more** (such as for vacations), the teachers will expect notification **5 school days in advance.**
- 2) Teacher notifies office.

Projects assigned prior to the absence or due during the absence period will be given a due date determined by each teacher.

B. Secondary –(7th – 12th Grades) For school absences of two or more consecutive days, please follow these instructions:

- 1) Parent or student picks up the *7th – 12 Grade Prearranged Notification for Extended Absences* form from school office (in wall-mounted container beside door).
- 2) Parent or student fills out form and parent signs.
- 3) Student obtains appropriate teacher signatures and comments.
- 4) Student takes form to school office for office staff signature **at least three (3) school days in advance of anticipated absence.** Example - If you are going to be absent Monday, you must have form turned in on Wednesday of previous week. If you anticipate being absent Thursday, you must have the form signed and turned in on Monday of that same week.

5) Student takes original form home for parents' records.

Projects assigned prior to the absence or due during the absence period will be given a due date determined by each teacher. This will be noted on the "Comments" portion of the form.

Advanced homework may or may not be assigned to be completed during the time the student is absent, at the teacher's discretion. Upon a student's return, it will be his responsibility to obtain and complete all missed assignments. Students will have one day to make up missed work for each day absent. Failure to complete make-up work within the designated time will adversely affect the student's grade.

Pre-arranged family activities: Our recommendation is minimal absence due to the proven negative impact of absences on the learning process and grades. Teachers are unable to tutor and/or re-teach students upon their return from a prearranged absence.

Every effort should be made to schedule medical appointments outside school hours. This is especially essential during final exams.

Excessive absences may result in a conference with the student's parents.

III. PARTIAL DAY ABSENCE & STUDENT PARTICIPATION IN EXTRA-CURRICULAR ACTIVITIES

1. If a student is absent half a day or more, he may not be allowed to participate in extra-curricular activities that day without special permission from the administration.

P.E. MISSED FOR EXTENDED ILLNESS OR INJURY

The case of an illness or injury preventing P.E. participation for the greater part of a quarter will be approached as follows:

1. Parents will secure a physician's note verifying medical grounds for P.E. release for a specified time.
2. Student will report to P.E. as usual, though dressing down will be at teacher discretion. Student will observe the activities of the class or aide the teacher, whichever the teacher feels most appropriate. (Each situation will be evaluated in light of its particulars.)
3. The student will carry out under parent supervision and documentation an equivalent time of an alternate activity. The nature of this activity will be determined by the physician, parents, and teacher.
4. With the above conditions met, a grade of "Pass" will be given granting $\frac{1}{4}$ credit and not impacting the GPA. Stated differently, no loss of credit or lowered GPA will result.

OFF-CAMPUS SPORTS TEAM PARTICIPATION

If DCS does not offer a particular sport, students may participate in that sport through the local high school within the district in which they reside. Participation on a team for a sport which DCS does not field will be approached as follows:

1. Parents request a notification form for off-campus sports participation from the office, have it signed by the team coach, and give to the P.E. teacher for authorized P.E. release.
2. At the end of the team's season or our grading period, parents request participation verification form from the office, have it signed by team coach, and give to the P.E. teacher for grading purposes.
3. Grade received for satisfactorily completing the team season will be a "Pass" grade, granting the needed $\frac{1}{4}$ P.E. credit and not impacting the GPA (credit received; GPA unaffected).
4. If the DCS student participating on an outside team is not enrolled in P.E. class, he should report to the Academic Advisor for needed forms and procedures.

A NOTE ABOUT ALLOWING STUDENTS TO STAY HOME TO COMPLETE PROJECTS AND RESEARCH PAPERS . . .

Allowing students to miss school to finish up due assignments defeats part of the purpose for the assignment - to help train students to discipline themselves and organize their time. If students know they don't have to abide by the time frame, there is less incentive to schedule themselves to complete the work. They know they will have extra time granted by parents. This effectively removes the authority of the teachers by reinforcing in the students' minds that procrastination pays off. In addition, it penalizes the diligent student who completes his work on time.

Each of us faces deadlines - at home, work, college, and in the community. One of the greatest things we can do for our children is to help prepare them for this reality. If that opportunity is taken away during these training years, it will negatively impact students when they are expected to perform within specific time parameters at college or in the work world.

Therefore, please do not allow your child to talk you into staying home to finish a project or paper. Adequate time is allowed for the completion of these assignments without taking additional class time to work at home.

TARDINESS

Elementary students report directly to their teacher if arriving after the tardy bell has rung. Elementary teachers will determine whether the tardy is excused or unexcused. Secondary students are to report directly to the school office for an excuse if arriving after the tardy bell has rung. The secretary will determine whether the tardy is excused or unexcused. An excused tardy carries no penalty. A tardy will be excused for reasons such as accident holding up traffic, unexpected road work, unusual weather conditions, car trouble, etc. A tardy will be considered unexcused for reasons such as oversleeping, running late, long lines at the espresso shop, etc.

An unexcused tardy progression is on a quarterly basis for *each class*:

Elementary (K-3rd Grade) Tardiness Policy per Quarter

1st tardy – no consequence.

2nd tardy - parents notified by teacher note.

3rd tardy – parents notified by office.

4th tardy – Parent contacted by teacher for phone conference to rectify tardy pattern.

Upper Elementary and Secondary (4th-12th Grades) Tardiness Policy per Quarter

1st tardy – tardy recorded.

2nd tardy - student notified by teacher. (4-6 grades teacher will notify parents by note)

3rd tardy – detention.

4th tardy - parent-teacher-student conference to determine next course of action (discipline measures to be appropriate to the situation as agreed upon by parents and teacher(s); could include in-school suspension, at-home suspension, etc).

A tardy turns into an absence at 9:15 AM, or half the class period. A student will be marked with a half-day absence if not at school from 9:20 AM until noon or 12:40 PM until dismissal.

If a student has been in attendance that school day, but arrives after fifteen (15) minutes of any class, this behavior will result in a detention and will be marked as an unexcused tardy.

Students' desired location and behavior in the classroom when the tardy bell rings is determined by the teacher's policy and usually means seated at their desks.

BACKGROUND CHECKS/DRIVER'S INSURANCE VERIFICATION

Damascus Christian School requires all individuals who have contact with our students submit to a Background Check, paid for by the school. This would include volunteer classroom helpers, room parents/grandparents, aides, teachers, substitutes, student teachers, field trip chaperones/drivers, coaches, etc.

In addition, our insurance company requires that anyone who uses their vehicle to transport students must show verification of insurance coverage of liability with a mandatory minimum of \$100,000 for property damage and \$300,000 for bodily injury. A copy of the declaration page of your personal automobile insurance policy must be provided to the Business Administrator or school secretary annually.

BAND POLICY - for Absences or Failure to Bring Instrument to Class (Unprepared)

Band, like any other class, is important. It is a part of the overall educational program at DCS. Because of that, we want to clarify expectations for students who miss class because of an absence and those who forget to bring their instrument to band class.

For an absence, band students will be expected to practice their band instrument at home equivalent to the missed band period(s). Make-up work will be the responsibility of the student and parent. Upon return to band class, the student is to check with their band instructor and request a Band Practice Make-Up Sheet. The sheet will indicate what the student missed and what they need to do to make-up the missed time/class. Students will have two days to make up the missed class time for each day missed for an absence. Students would return the slip after completing the assigned make-up work; this is to be signed by their parent. Failure to return the signed slip will result in a 25% grade decrease for each day beyond their make-up due date. Make-up practice and Band Make-Up Practice Sheet for early dismissal for sports/field trip, etc., must be completed and returned by the next day.

Students who forget their band instrument on band days will follow the above make-up procedures. Failure to bring their instrument to class four times per quarter will result in a lowering of the quarter grade by one full grade.

BOOK DAMAGE

If a book (text, library, or resource) is damaged to the point that it has to be replaced, the full replacement price (cost of book plus shipping) will be charged to the student(s) responsible. A charge may be assessed students for any page or cover that is damaged beyond normal wear and tear. Charges will not exceed the price of the book. *Hard bound books must have appropriate book covers.*

CALENDAR

Prior to the start of school, a yearly calendar will be issued giving important dates and events. You will receive regular updates to the calendar with schedule additions and/or deletions on the DCS website or on RenWeb.

CHAPEL

Ascribe to the Lord the glory due to His name; worship the Lord in the majesty of holiness.

Psalm 29:2

Chapel is a vital part of each week. The purpose is to help students develop a sense of worship as well as to nourish their spiritual lives. We seek to keep the programs relevant, interesting, and challenging.

The heart of chapel is the Word of God. We attempt to make each presentation Bible-centered and life-related through various pastors, youth workers, missionaries, staff, students, music groups, drama, and other means. Generally, elementary (K-6) and secondary (7-12) grades meet separately.

CLOSED CAMPUS

In the interest of school-community relations, respect to our neighbors' property, and the responsibility the school carries in terms of the safety and welfare of the pupils, students will not be allowed to leave the church property during school hours except for scheduled appointments with a parent's consent.

The exception to this is for juniors and seniors who have off-campus privileges during the lunch hour. If they are late to their fifth period class, they lose the off-campus privilege for two weeks. If they have a second tardy after being off-campus, they lose the privilege for four weeks. If a junior or senior is tardy to 5th period a third time, they lose the privilege for the remainder of the school year.

Juniors and seniors are *not* allowed to transport underclassmen during lunch hour off-campus time. If this guideline is violated, those involved will be dealt with on an individual basis. Students attending schools other than DCS are not encouraged to visit DCS students during lunch hours. DCS parents are always welcome to enjoy lunch with their child(ren).

All visitors are to report directly to the school office for a Visitor's I.D. badge.

COMMUNICATIONS - RENWEB

Good communication is the life-line of any organization. Parents are encouraged to contact the person most directly involved at any time if there is a question, concern, or problem.

Numbers of teachers send home regular class memorandums. Each Wednesday, a weekly newsletter, *Chalkmarks*, will be posted on our website to keep the constituency and friends informed of upcoming activities, events, and school-related information.

RenWeb enables us to offer even better home-school communications. Parents are able to log on to their secure parent-site to view their child's grades, attendance record, homework assignments, as well as their family demographics as recorded by the school (address, phone, email, etc.), class directory, teacher email addresses, teacher announcements, report cards and transcripts, and accounting information. For instructions on accessing your RenWeb site, see *RenWeb* on page 42.

Parents, students, and alumni are encouraged to regularly visit our website at www.damascuschristianschool.org.

COMPUTER USE POLICY

DCS has computers available in the computer lab and in the library for use during school hours by students with user accounts. These computers are to be used for school projects, and do not have internet access. Students and their parents need to read and sign the full Computer Use Policy, which is available in the computer lab or the school office, in order to get a user account. Students are not to bring laptops to school unless they are using them to give a presentation, and then only on the day of the presentation. For more information, please see the full Computer Use Policy available in the school computer lab.

EARLY DISMISSAL

If a student must leave campus for a scheduled appointment before the regular dismissal time, **he must be picked up at the office**. A note should be sent informing the teacher of the early dismissal so that he/she will be waiting in the school office. If the student is driving, the office must have a note from the parent or guardian stating the reason, destination, and time for the early dismissal. **The student is to check out with the office prior to leaving for any reason.**

FIRE/EARTHQUAKE DRILLS

We want to be prepared for the unexpected. Therefore, fire and earthquake drills will be regularly held. Teachers will instruct their classes as to procedure, exits, etc. Students are to evacuate the building in an orderly manner - single file, without talking, pushing, or running. Each teacher will accompany his class. An evacuation plan is posted in each room.

The greatest concern in a school is panic. The four major causes of panic are confusion, noise, running and playing, and scramble exiting. Therefore, routine practice and strict adherence to the fire drill rules will be expected.

FRIDAY FEAST DAY

Most Fridays a group of school parents arrange for a tasty lunch for the students and staff. These meals, along with drinks and other items, are sold at a nominal fee. Profits go toward various school projects and activities. Students are not allowed to use the kitchen on Friday Feast Day.

FIELD TRIPS

To enhance the educational experience, field trips may be taken during the school year, depending upon the grade level and subject. Although such off-campus learning excursions are enjoyable, they are designed primarily to enrich learning. Teachers may ask students to take notes or complete a project which would tie in with the trip. A natural outgrowth of such trips is that the student is disciplined in the art of self-control and gracious deportment in all kinds of situations.

If the trip is longer (outside the immediate Damascus-Boring area) and/or if there is an admission charge, a nominal fee will be charged to help offset such expenses. Information regarding specific trips will be sent home in advance of the excursion. At the beginning of each school year a *Field Trip Permission Form* is to be completed by the parent or guardian and returned to the school office by the first day of school.

Parents may be invited to chaperone so there will be one adult for each five to eight students. Parents are expected to adhere to the DCS Modesty/Neatness Guidelines in their attire. Background checks and driver's insurance minimums are to be on file in the school office prior to the field trip.

All school rules apply on all field trips and on all school-sponsored events on the school campus and away from it

GIFTS

Over the years, God has used His people to help provide the extras that enhance the learning process and to meet specific needs. Money, given above and beyond regular church commitments, has helped us equip our playground, computer and science labs, provided additional resource materials, and assisted and bolstered the teachers' salaries. All gifts are tax-deductible and will be used wisely. We believe that giving is first of all to help support the local church; any school giving should be above and beyond giving to one's church.

Gift checks, payable to Damascus Christian School, are tax deductible. Monies directed toward tuition are *not* tax deductible.

ILLNESS AND MEDICAL GUIDELINES

A tired or sick child cannot learn or behave normally. Therefore, the best and first thing you can do to ensure that your child will get the most out of school is to take care that he regularly gets sufficient rest and a proper diet.

The classroom experience of your child will be made more profitable if the teacher is aware of any special physical problems. If your child is on regular medication, this should be noted on the *Emergency Data Card* filed in the office. If your child is placed on medication any time during the school year, please bring this to the teacher's attention and contact the school office. **Medication which needs to be taken during the school day must be administered through the school office. Time and dosage must be clearly indicated on the originally labeled container, and a note from the parent/legal guardian must accompany the medication giving the office personnel permission to dispense it.**

Communicable disease manifestations (sneezing, fever, coughing, runny nose, sore throat, red eyes, etc.) must be isolated for the benefit of the child, the class, and the family. Illnesses most frequently found in school are colds, flu, three-day measles, pink eye, mumps, chicken pox, and strep throat. When we believe that the situation requires it, you will be asked to take your child home because of the danger of the spread of these illnesses. *In no case is a child who has a fever to be sent to school.* **The child is not to return to school until at least twenty-four hours after the temperature has returned to normal and all vomiting has ceased.**

Since recess and outdoor activities of the school day are scheduled for the academic and physical benefit of your children, we urge that they not return to school until they are well enough to participate in the total program.

If a child contracts **head lice**, he is not to return to school until he has been treated with the appropriate medicinal shampoo **AND** the house has been treated to prevent re-infestation by washing all bedding and clothing the child has worn or has been near. Avoid sharing combs, hats, or brushes. All furniture and carpets should be vacuumed and the vacuum bag disposed.

Should a child become ill at school, the student is to report to the office. The office will immediately contact the parents. Students are not to contact their parents by cell phone. If the parent cannot be reached, the student will be isolated until the parents or person noted on the *Emergency Data Card* can be reached. **Students are not to make arrangements to be picked up by parents or others.**

ALLERGIES - Food Allergy Policy

Rationale

The prevalence of food allergies may be increasing, affecting as many as 8% of children nationwide. Schools are considered high risk areas for students with food allergies, with most incidents of accidental exposure occurring in schools.

There is a difference between **food allergies** and **food intolerance**.

Food allergy occurs when the immune system mistakenly believes that a food is harmful and seeks to protect the body by creating specific immunoglobulin antibodies to that food. The next time the individual eats that food, the antibodies sense it and signal the immune system to release massive amounts of chemicals and histamines which can affect the respiratory system, gastrointestinal tract, skin, or cardiovascular system. A severe allergic reaction is called anaphylaxis.

Food intolerance is a metabolic disorder; it does not involve the immune system.

What food cause food allergy? Eight foods are responsible for 90% of all food-allergic reactions. Milk, eggs, peanuts, soy, wheat, tree nuts (almonds, pecans, Brazil nuts, etc.) fish and shellfish.

Triggers to allergic reactions: eating, touching inhaling, or coming in contact with an allergen. The main sources of allergies are: food, medications, insect stings/bites, pollen and latex.

Symptoms of food allergies: a tingling sensation in the mouth, swelling of the tongue and throat, rash, eczema, hives and swelling, vomiting, abdominal cramps, diarrhea, wheezing, difficulty breathing, drop in blood pressure, loss of consciousness, and (very rarely) death.

Damascus Christian School goal:

- Provide a safe and healthy learning environment for students with food allergies
- Reduce the likelihood of severe or potentially life-threatening allergic reactions
- Ensure rapid and effective response in the case of a severe or potentially life-threatening allergic reaction, and
- Protect the rights of food allergic students to participate in reasonable school activities.

The key of providing a safe and healthy environment is good communications between the family, student, and school and each fulfilling their responsibilities.

FAMILY RESPONSIBILITIES

1. Notify the school office and teacher at the beginning of each school year of the student's allergies or any time when an allergy is identified and signs that are usually present during an allergy attack.

2. Work with the school office and teacher(s) to develop an Individualized Health Plan (IHP) that will accommodate the child's needs throughout the school, i.e., classroom(s), playground, gym, kitchen, school sponsored activities, field trips, athletic outings, and school bus.
3. Provide medical documentation, instructions, and medications as directed by a physician.
4. Replace medications when used and upon expiration.
5. Pre-arrange with the teacher(s), coach(es), and/or drivers to ensure that a properly trained individual accompanies the student on field trips or away activities.
6. Notify the school immediately of changes in student's health status and/or dose and/or type of medication change.
7. Educate the child in self-recognition and management of his/her allergy.

Examples:

- safe and unsafe foods
- strategies for avoiding allergens
- know symptoms of allergic reaction
- know how to seek help immediately
- having the medication with him/her, if appropriate
- know how to self-administer medication (age appropriate)

STUDENT RESPONSIBILITIES

1. Know their own specific allergen/triggers
2. No trading of food with others at any time
3. Do not eat anything with unknown ingredients or foods suspected to contain the allergen
4. Should be pro-active in the care and management of their food allergies and reactions based on their developmental level
5. Notify an adult immediately if they eat or come in contact with the allergen
6. If prescribed to carry an EpiPen or inhaler, have it with them and know how to use it.

SCHOOL RESPONSIBILITIES

1. The office personnel will review at the beginning of each school year and as needed the health information and records submitted by parents and physicians and ensure that each teacher and staff are aware of life-threatening physical disorders.
2. Discuss with parent/guardian the need for an individualized health plan (IHP) and establish it as appropriate with updates, as needed.
3. Develop a prevention and intervention plan in conjunction with appropriate school personnel resources.
4. Be proactive, within reason, in limiting student contact with offending allergies in the various campus settings.
5. For students with severe allergy IHP, educate and train "designated" staff to recognize signs and symptoms of allergic reaction, to administer EpiPens and follow set procedures or physician specific orders in an emergency as listed in specific student's IHP.
6. Keep rescue medications easily accessible in secure but visible locations relevant to the campus layout, i.e., school office, AD office, library, science lab and church office.
7. Final Authority: The school reserves the right to deny a student admission based on the severity of the allergy or on the student's own capacity to responsibly address his or her own health situation.

Allergen Harassment – The school will view threats or harassment against an allergic child as a violation of our code of conduct and take appropriate action.

IMMUNIZATIONS

Let every person be in subject to the governing authorities (Romans 13:1).

The State of Oregon requires that every child, five to fourteen, entering Oregon public or private schools for the first time give evidence that he is adequately immunized against measles, polio, diphtheria, whooping cough, hepatitis, and tetanus. Refusal or failure to present such documentation will be grounds for dismissal from school until such time as immunization evidence is presented. Under some circumstances, there are exceptions for medical or religious reasons.

The new State immunization requirements include:

- **DTaP #6 for Diphtheria, Tetanus, and Pertussis, given to 12 year olds and older**
- **Hepatitis A #1, followed by #2, six to twelve months apart for incoming kindergarteners.**

Varivax #2 is highly recommended and soon could be required. There have been several outbreaks of chicken pox this year. The meningococcal meningitis (one shot only) and Human papillomavirus vaccines (in a series of 3, very expensive, for prevention of cervical cancer) are offered to 11 year olds and are optional.

To view the complete schedule for new Oregon vaccines requirements, visit website:
www.Oregon.gov/DHS/ph/imm/school/index.shtml.

Please note that documentation of vaccinations will be required for completion of registration each fall beginning this year for each new student and for returning students with new age-appropriate requirements.

INSURANCE

DCS offers an optional adequate school medical and dental insurance program for students. For further information, contact the school office.

KITCHEN USAGE/LUNCH

Microwaves are available for secondary student use. There will be no student use of the kitchen on Fridays due to Friday Feast.

Elementary students are to each lunch in their rooms under the supervision of their teachers. Secondary students may eat in different classrooms but may not roam the halls with food nor eat upstairs in the main building except in designated classrooms. Secondary students are not to eat in the balcony, stair wells, auditorium, foyer, etc.; lunches may be eaten outside as long as the litter is picked up.

LOCKERS

Junior and senior high students will be assigned lockers with a school combination lock. No personal locks are to be used on lockers. Lock combinations should not be shared with other students. Lockers are the property of DCS and may be inspected by school staff at any time.

Jamming items in the doors and/or locking mechanisms to prevent the doors from locking is prohibited; jamming will eventually ruin the locks. Any student who persists in this action will have his items removed from his locker and be assessed a \$5 fine in order to get his things back. If it happens a second time, the fine will double (\$10), and parents will be notified.

We desire to foster an environment at DCS that is edifying and uplifting. Pictures of scantily clad models do not fall in that category nor do macho-military types. Sayings, cartoons, or pictures with double meanings or off-color innuendoes have no place in our school. Sticky tack is to be used to post pictures, sayings, etc. Please, no tape!

DCS will not assume responsibility for anything taken and/or lost from a locker.

School-provided combination locks only are allowed in gym dressing rooms. Students may store extra belongings in gym lockers if granted prior permission by the Athletic Director. If lockers jam or malfunction, the office is to be notified. Students will be assessed a replacement fee for lost, stolen, or damaged locks.

LOST PROPERTY

If you are looking for lost items such as watches, jewelry, wallets, schoolbooks, etc., those turned in are kept in the school office until claimed. A 25¢ per item “maid fee” for picking up after the students is charged. Clothing, lunchboxes, shoes, etc. are kept in the Lost Tote in the lower hall *until Friday afternoon*. If not claimed, the items are given to a charitable organization or group.

NON-DISCRIMINATORY POLICY

Damascus Christian School does not discriminate on the basis of race, color, gender, ethnic, or national origin. Qualified students are entitled to the rights and privileges generally afforded students at DCS.

OUTDOOR SCHOOL

O Lord, how many are Thy works! In wisdom Thou hast made them all; the earth is full of Thy possessions (Psalms 104:24, NASB).

Each year our sixth graders participate in our Outdoor School program which is designed to give them a greater appreciation for God's creation as well as a glimpse into the history of Oregon. Instruction is provided by our own qualified staff. Counselors are made up of DCS high school students who have been interviewed, accepted, and trained for this program. Outdoor school consists of three days spent at a yearly designated site, either at the Oregon coast or central Oregon.

PARENTAL INVOLVEMENT

DCS places a high value on parental (and grandparent) involvement. Without parents' help and support, it would be very difficult to offer the type of educational program we desire. If you would like further information on being involved in your child's educational process, please contact your child's teacher or the school office. Due to insurance requirements and our desire to provide a safe environment for our students, all volunteers working with children must agree to a background check provided by the school.

PARTIES

Parties are enjoyed in classrooms before Christmas and at other times during the school year. Because of the implications of Halloween, Halloween activities and parties are not conducted at the school.

Students may bring a treat on their birthday if they wish. It is best to make prior arrangements with the teacher.

SCHOOL CLOSURE DUE TO INCLEMENT WEATHER

In the event of inclement weather, tune in by 7:30 AM to Portland area radio or TV stations for the *School Closure Report*. You will not be personally notified by phone.

If you feel the roads in your area are unsafe and choose to keep your child home while the school opens, we would support such a decision; the absence would be noted.

If school must be closed while in session due to rapidly deteriorating weather conditions, we will notify the TV/radio stations so that they can put DCS on their *School Closure Reports*. It will also be posted on our RenWeb site. We will attempt to contact each parent. High school students who drive will be dismissed after signing out in the school office. Student drivers will not be allowed to transport other students without prior written permission from parent/guardians. Other students will continue in classes until a parent or driver has arrived. All parents/drivers are to come to the school office to sign out those students riding with them. Class(es) will be notified letting students know their rides are waiting at the school office.

Please wait for the official school closure report; **students are not to phone for parents to pick them up.**

SCHOOL COLORS, MASCOT, & VERSE

DCS school colors are maroon and gold. Our mascot is the eagle. Our school verse is II Timothy 2:15: *Be diligent to present yourself approved to God as a workman who does not need to be ashamed, handling accurately the word of truth.*

SCHOOL HOURS

<i>Classes:</i>	Kindergarten - Monday through Friday, 8:30 AM - 11:45 AM
	1 st - 3 rd Grades - 8:30 AM - 2:40 PM
	4 th - 6 th Grades - 8:30 AM - 2:50 PM
	7 th - 12 th Grades - 8:30 AM - 3:00 PM
<i>Office:</i>	8:15 AM - 4:00 PM
<i>Half Days:</i>	K – 11:30 AM 4-6 th Grades – 11:50 AM
	1-3 rd Grades – 11:40 AM 7-12 th Grades – 12:00 Noon

Students are not to be at school prior to 8:15 AM, when school supervision begins. Students are to be picked up no later than 3:15 PM. Students in kindergarten through sixth grades are to be dropped off on the main porch. **Please do not allow children to exit the vehicle from the driver’s side or prior to reaching the porch.** Seventh through twelfth graders are to be dropped off in the courtyard area between the gym and main building.

SCHOOL PICTURES

Each fall, pictures are taken of each student by a professional photographer. Packets may be purchased by school families. Each family will be notified of the date and cost.

TELEPHONE USAGE

The office phones are reserved for official business, emergencies, or student calls with permission from office personnel. **All student cell phones must be turned off during school hours, including between classes and the lunch hour on campus.**

TRANSPORTATION

We want our energies and attention to go to education, not transportation; therefore, DCS does not provide regular bus service for our students. We have found that carpools have worked very satisfactorily. If you have trouble arranging transportation for your child, please contact the school office for the names and phone numbers of those who live in your area.

VISITORS

All visitors are to report directly to the school office to obtain a visitor’s ID badge. Visitors are welcome at DCS; however, because of the student's full academic schedule and the settling-in time needed to establish a classroom, visits should not be made the first two weeks of school. Visits should be no longer than one half day and arrangements must be made in advance with the principal and teacher(s). At the elementary and junior high level, parents are expected to stay with their child. Parents are welcome to visit school at any time. Please call twenty-four hours in advance to ensure that you are able to observe the subjects and activities that are of special interest to you. If time is desired with a teacher or administrator during school hours, an appointment needs to be made.

Visiting DCS students during lunch hour by non-DCS students is not encouraged

DRESS CODE/MODESTY/NEATNESS GUIDELINES

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 (must be able to hold at least ½” of *loose* fabric at the thigh and hips – no skinny 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. Leggings (except under a dress/skirt) are not acceptable. Capri pants (not 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 traditional men’s T-shirts, sunglasses, sweatbands, etc. are not appropriate. **NO SKIN ZONE** – bare tummies and backs are not appropriate at any time. Tanktops, bare midribs/backs, and tops with suggestive printing are not appropriate. *DCS-related t-shirts* may be worn any day; these shirts are to be clean, in good order, trim and tidy.

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.

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. Modesty begins in the heart, not at the mall.

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 (see diagram). You must be able to hold at least ½” of loose fabric at the thigh and hips.

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 (must be able to hold at least ½” of *loose fabric* at the thigh and hips – no skinny 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* (see diagram). No athletic pants, nylon rip-stop-type material, fleece, pajama-type material, sweats, or warm-ups.

Feminine knit shirts and tops distinguished from T-shirts by embroidery, color, collars, buttons, pockets, etc. are acceptable, including those with appropriate label printing. *DCS-related t-shirts* may be worn any day; these shirts are to be clean, in good order, trim and tidy. All tops are to be modest – loose fitting (should be able to hold at least one inch of loose fabric at both side seams under arms) with moderately high neckline (no cleavage showing at any time – sitting, standing, or bending – see diagram, no exceptions). No undergarment is to be visible (directly, by outline, or color) outside or through any article of clothing. 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. Tanktops 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 asked to go immediately to the school office where she will be issued an oversized garment which will be worn the remainder of the school day. In addition, the student will be issued a Modesty/Neatness Guidelines detention and billed (the cost of the clothing item) for the oversized garment. The bill must be paid by the next school day at the school office. Failure to do so will result in an additional detention. Each Modesty/Neatness Guidelines infraction will result in a new oversized garment issued by the office and billed accordingly. 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. Please refer to the illustration to clarify any location/definition.

The goal of our Modesty/Neatness Guidelines is not to humiliate or embarrass any student. It is to promote and encourage modest, neat attire and to protect both young men and young women from undue exposure to immodest or inappropriate dress during the school day and at all school-related events or activities.

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. Modesty begins in the heart, not at the mall.

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 worn at the waist (please refer to diagram) – 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 (see diagram) 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 sports shirts with collars are acceptable. *DCS related t-shirts* may be worn on any day; these shirts are to be clean, in good order, trim and tidy. T-shirts, unless worn underneath sweatshirts or dress shirts, are not appropriate. Cotton button-up sport shirts with a stand-up collar are acceptable. Buttoned Henleys and turtle necks are appropriate; any printing must be appropriate. Buttons are to be buttoned; the top button may remain unbuttoned. Shirts with squared-off hems may be left untucked 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 undergarment or Spandex shirts.

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.

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. Modesty begins in the heart, not at the mall.

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 (please refer to diagram) – 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 (see diagram) 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 sports shirts with collars are acceptable. *DCS related t-shirts* may be worn any day; these shirts are to be clean, in good order, trim and tidy. Cotton button-up sport shirts with a stand-up collar are acceptable. Buttoned Henleys and turtle necks are appropriate; any printing must be appropriate. Buttons are to be buttoned; the top button may remain unbuttoned. Shirts with squared-off hems may be left untucked 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 undergarment or Spandex shirts.

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 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.

Hats, visors and 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 asked to go immediately to the school office where he will be issued a belt/suspenders and/or oversized garment which will be worn the remainder of the school day. In addition, the student will be issued a Modesty/Neatness Guidelines detention and billed (the cost of the clothing item) for the belt/suspenders and/or oversized garment. The bill must be paid by the next school day at the school office. Each Modesty/Neatness Guidelines infraction will result in a new belt/suspenders and/or oversized garment issued by the office and billed accordingly. 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 school office *prior* to wearing it to school. Please refer to the illustration to clarify body locations/clothing definitions.

The goal of our Modesty/Neatness Guidelines policy is not to humiliate or embarrass any student. It is to promote and encourage modest and neat attire and to protect both young men and young women from undue exposure to immodest or inappropriate dress during the school day and at all school-related events or activities. Again, modesty begins in the heart, not at the mall.

CONDUCT

STUDENT CONDUCT

I Timothy 4:12 says, “Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.” The Damascus Christian School staff have committed themselves to assist parents/guardians in the development of student conduct which will accurately reflect the Lord Jesus Christ. General and specific guidelines have been developed to encourage this growth and maturity.

General Behavior

- *Courtesy* – Students are to be courteous and display respect for all persons (teachers, staff, fellow students, visitors, etc.). Good manners are encouraged and expected. Adults are to be appropriately addressed by Miss, Mrs., Mr., or Coach.
- *Obedience* – Students are to respectfully and quickly respond to instructions from staff or others in positions of authority, displaying a cooperative attitude.

- *Self-Control* – Students are to exercise self-control while in class, at chapel, on the playground, or during school events on or off-campus.
 1. Keeping hands, feet, and objects to yourself.
 2. Not speaking in class without first raising your hand.
 3. Remaining “in your seat” until given permission to be out of your seat.
 4. Speaking in such a way that encourages and builds up others: kind words not teasing, “putting down,” using profanity, or telling coarse jokes.
 5. Not behaving in a manner that keeps the teacher from teaching or other students from learning.
 6. Showing care and respect for all property (yours, others, and the school’s).

Specific Behavior

1. The use or possession of illegal drugs, narcotics, alcoholic beverages, tobacco, or involvement in sexual immorality is not a part of the Christian life. Students are expected to refrain from the use of these substances and participation in these activities. Those violating this standard are subject to expulsion.
2. Students shall not remain at an activity where drugs and/or alcohol are being illegally consumed or immoral activities are taking place.
3. Honor God and each other with your words. This eliminates inconsiderate talk which may be hurtful.
4. Profanity, coarse jokes, swearing (using the Lord’s name in vain), and other language unbecoming of a Christian is unacceptable.
5. Students are expected to be honest and not deceitful in their dealings with others, including school personnel. Cheating, lying, stealing, and plagiarism will not be tolerated, and disciplinary action will be taken.
6. Students must not bring any weapon or firearm on campus (this includes pocket knives).
7. Students must respect the rights and property of others (such as backpacks, books, lockers, etc.).
8. Students shall not intimidate, menace, threaten, bully, harass, or physically assault another person.
9. Students may not leave class or campus without permission from the teacher or the office.
10. Students may not run inside the building.
11. Boundaries and off-limit areas are to be observed. All church offices, equipment, and musical instruments are off limits unless special authorization is given. Students are not to be behind any buildings, on any of the landscaped areas, or otherwise out of sight of supervising personnel. If playground equipment goes into a neighbor’s yard or into the street, the supervising teacher is to be notified. He will make sure the article is retrieved.
12. Due to janitorial constraints, gum is not permitted during school hours.
13. Electronics devices (iPod, MP3, etc.) are not appropriate during school hours (8:30-3).
14. Music that promotes non-Christian values is not permitted at school or at school-related functions.
15. School facilities, books, lockers, desks, etc. are provided for the use of the students. Damaging or defacing school property will result in disciplinary action as well as financial responsibility for the repair or replacement of that item.
16. Displaying in one’s locker or on personal property such items as pictures or emblems which exalt groups or movements that are contrary to Biblical standards will not be allowed.
17. Wholesome friendships are encouraged between boys and girls. Students should refrain from demonstrating personal affection on campus and at all school functions.
18. Social dancing is not sponsored by the school and is not permitted at any social functions which are school-related.
19. Students may not enter the faculty lounge without permission from a staff person.

20. Students must get permission from the appropriate faculty or staff person before using school equipment and/or supplies.
21. Any device, equipment, or object that is disruptive or causes distraction shall not be brought on campus. This would include skateboards, skates & heeleys.
22. Student vehicles are to be parked in designated areas in the lower parking lot. Slow and careful entrance and exit are required. Violation of these guidelines may result in the loss of privilege of driving a vehicle to school. (Students violating the driving guidelines will be reminded verbally; a written notice of violation will be mailed to parents.) Students arriving on campus at 8:15 AM or later are to enter via the upper drive and then cautiously proceed to the lower parking area.

Cell Phones

Student cell phones are to be turned off during school hours (8:30 AM -2:55 PM), including between classes in order to reduce distractions and rudeness and to encourage positive social interactions between DCS students. If a student needs to get in touch with a parents or a parent need to speak to his/her child during the school day, the office phone/school number (503 658-4100) is to be used. Please do not jeopardize your child's cell phone privilege by calling him/her directly or by asking him/her to call you on their cell phone during school hours.

If a student uses a cell phone during the school day, detentions will be issued for the first and second offenses, the phone will be kept in the office the remainder of the school day and the students will call their parent to report the incident, an action which will be verified by an office staff member. The student may pick up the phone at the end of the school day. For the third violation, a detention will be issued, the phone will be kept in the school office the remainder of the school day and the students will use the school office phone to report the incident to a parent, again, verified by office personnel. In addition, a conference will be set up with the parents, student, teacher(s), and administrator to determine the next course of action. This policy also applies to early dismissal for at-home games. In other words, if a game begins during school hours, cell phones are to remain off. *The school retains the right to access pictures or text on a student's phone. If unsuitable material is found on the phone, appropriate disciplinary measures will result.*

Classroom Behavior

Our teachers are committed to the Biblical training of our students spiritually, academically, socially, emotionally, and physically. In order to effectively accomplish that goal, respect and proper response is expected from each student. The following guidelines have been developed to assist the student in that process:

1. Students must come to class on time and properly prepared with textbooks, completed homework, and writing materials.
2. Each teacher will establish specific rules of conduct, expectations, and response in their classrooms. All teachers are to be appropriately addressed as Mr., Mrs., Miss, or Coach.
3. A teacher's desk, cabinet, bookcase, etc., are regarded as personal property, and students are not to meddle with anything on or in these places without the teacher's permission.
4. Students are not to disrupt other class members in any way. Talking between students will be allowed only with the permission of the teacher.
5. Students are not to pass notes in class.
6. Food or beverages will not be allowed in the classrooms or building without special approval from the teacher.

Please remember that we are not listing every possible infraction. These are simply guidelines. If you have any questions concerning specific circumstances, please contact the school office. Parental cooperation is appreciated as DCS and the home seek to work together to train from a Christ-centered philosophy.

DETENTION

Detention is a disciplinary measure utilized to encourage students in their daily deportment. This is for minor offenses (gum chewing, dress code violation, etc.), 4th through 12th grades.

For students getting a detention in the morning, it is served that day at noon. For those receiving a detention after lunch, it is served the following day at noon.

A *Detention Notice* is sent via the students to the parents as a communications tool. This form simply notifies the parents of the detention, the nature of the offense, and the fact that the detention was or will be served. It is the student's responsibility to have parents sign this notice acknowledging their awareness of the detention and return it to the issuing teacher. Failure of a detention notice to come back signed the next day will result in an additional detention being issued.

Students on detention are to report to the assigned detention room by the designated time. If they are late, they will not be permitted to serve their detention that day and will incur an additional detention, both of which must be served the following two consecutive school days. They are to bring their lunches, which they may eat the last 10 minutes of detention. Students are to sit quietly; detention is not a study hall nor a time for socializing; it is meant as a disciplinary tool.

A total of **three detentions in a quarter will result in a call home** from the DCS Dean of Students. Parents will be notified at that time that their student will automatically receive an in-house suspension for a fourth offense. The parents will also be given the option to meet with teachers and an administrator to discuss the issue. The dean will coordinate the meeting if the parents request it.

Four detentions in a quarter will result in a detention and in-house suspension served in the office. The student will be required to hand in all work for that day to his teachers before he leaves the school grounds. The student will receive regular credit for completed work. The office will notify parents on 4th detention.

Five detentions during one quarter will require a meeting between parents, teachers, and an administrator. The administrator will arrange the meeting after discussing the behavioral concerns with the issuing teachers and Dean of Students. Student involvement in the meeting will be left to the school's discretion. The student will serve one or more of the following options depending on the nature of the offense: 1) work day after school, 2) loss of extra-curricular involvement, 3) action plan designed by parents and teachers to help the student manage his behavior. The student will fill out an action plan and hand it in to the dean at the end of each week for the time specified on the plan. The student risks suspension from school if he does not fulfill the requirements of the action plan.

PROBATION

Occasionally, a student falls short of his academic potential or jeopardizes the privilege of continuing to attend Damascus Christian School because of *on-going* negative attitudes and/or actions. When such a situation is discerned, the teacher will meet privately with the individual to give counsel and direction, also bringing it to the attention of the parents. The teacher will follow the *Process of Intervention* flow chart (see page 37).

If the problem persists, the student will be placed on short-term probation and a parent-teacher-principal conference will be held to determine the next course of action. Webster defines probation as "...a trial or test of a person's character, conduct, ability, etc." We see it as identifying certain problem areas and giving clear direction to parents and student to help bring change. During the probation period, specific individualized character-building projects may be assigned which deal with the area of need. These projects will be designed to involve both parents and child.

When positive response is noted over the designated period of time, the individual is to be restored to good standing (Gal. 6:1). If a negative response is evident, with either student and/or parents out of harmony with the required change, a suspension will be administered, resulting in restoration or expulsion.

The following are reasons for a student being placed on probation:

A. ***Behavioral/Attitudinal***

1. Continued borderline behavior or deliberate disobedience.
2. Failure to respond to counseling regarding a rebellious spirit or scornful attitude (Prov. 22:10).
3. A continued negative attitude toward school standards.

4. Involvement in and/or attending activities that undermine a Christian witness.
5. Excessive absences.
6. Pattern of cheating (Prov. 20:23)

B. Academic

1. Failure to maintain grades consistent with the student's learning potential.
2. Consistent pattern of failure to complete and turn in assignments when due.

There may be situations which warrant a student's immediate removal from school. When such conditions occur, such action will be taken.

PROBLEMS, CONFLICTS & QUESTIONS

CONFLICT RESOLUTION

From time to time, parents and/or students may have problems with a policy or standard, conflicts with a procedure or staff person, or perhaps just a question raised by a student's comments at home. DCS requests that parents realize a student's reporting is often inaccurate by the level of maturity and circumstances (Prov. 18:17). The best solution is to go directly to the source to get your information (Prov. 18:13). We endeavor to be open, honest, and quick to correct if we are in error. The goal of conflict resolution is peace and unity with God and people.

Christ gave us guidelines to follow when such situations arise.

- Matthew 18:15 tells us to go in private (one-on-one with the person involved) to settle the issue after examining our own heart (Gal. 6:1). Most problems will be solved at this level. If you feel the matter has not been settled, then you would initiate step two.
- Matthew 18:16 says to take one or two witnesses. In a school setting, this would be another student, teacher, administrator, or parent who is aware of the situation. Most problems or conflicts can be resolved in a spirit of cooperativeness and understanding at this level. Rare is the case where the next step is needed.
- Matthew 18:17 states taking the issue to the church (in our setting, meaning the leadership of the school - School Commission, then to the DCC Elder Council). These levels would only be necessary for grave issues.

Discussion of problems, conflicts, or questions with anyone not directly involved in the situation is wrong. Often it simply becomes gossip. It tears down. It does not correct the problem because the facts are not known or are distorted. Please use discretion and follow Biblical principles by going directly to the source - staff person, student, parent, administrator, etc. - to clear matters quickly and honestly.

By following the Matthew 18 principle, we keep the circle of information and offense limited to only those who are directly involved and who are a part of the solution. To violate this process is to open ourselves and our school up to divisiveness and strife. By not addressing issues and concerns quickly, honestly, and with integrity, we run the risk of allowing a root of bitterness to develop (Heb. 12:15).

In order for the school to be most effective assisting parents in their children's training, the following are expected:

- Parents seek or provide recommended help for students with special needs.
- Parents to cooperate in enforcing the school standards.
- Parents refuse to take up the offense of their child.
- Failure to abide by these guidelines may be grounds for student dismissal.

There may be those times when you become aware that you have offended another. If that is the case, it is up to you to go to the one who has been offended and seek resolution and reconciliation (Mt. 5:23-24). Again, our goal is to promote peace and harmony with God and people.

PROCESS OF INTERVENTION

There are those times when steps need to be taken to assist a student and/or family who are struggling in relationships, attitudes, and/or behaviors. This coming along side involves a team effort – student, parents, school faculty and staff. The goal is resolution, restoration, and restitution, if needed. The bottom line is unity and harmony.

Matthew 18: 15-17 outlines a systematic and orderly way to pursue this process of intervention (see Conflict Resolution). If there is an on-going issue that is beginning to affect the teacher's ability to teach or students' ability to learn, the following steps will be taken:

1. The teacher will counsel privately with the offending student.
2. If, after a reasonable period of time the matter has not turned around, the teacher will arrange a parent-student-teacher conference to talk matters over.
3. Again, if the situation does not head in a positive direction after a reasonable period of time, the next step would be a teacher-principal-parent-student conference to seek to understand the issue(s) and resolve it/them.
4. If the condition continues, the student/family may be placed on probation, contract, suspension, or dismissal.

Our primary goal is resolution of the situation resulting in harmony and unity and a restoration of relationships. Often that can be accomplished by following the Biblical mandate in a step-by-step process.

SCOFFER - ATTITUDES AND CONDUCT

For as he thinketh in his heart, so is he (Prov. 23:7).

God's Word has much to say about the believer's mental attitude and its effect upon his actions. Our desire as parents, church, and school is to develop godly, wise children.

We try to screen our applicants carefully so as to minimize the possibility of accepting students and/or parents who would have a habitual negative and ungodly influence on our school. However, there are instances when a student and/or parent is admitted whose true heart attitude begins to surface during the school year.

Our concern centers upon the student (or parent) who demonstrates evidence of a scornful or scoffing attitude. The Bible clearly defines such a person and then sets forth principles which help to effectively deal with the situation.

- A scoffer is one who can be recognized by a pattern of contempt which is demonstrated through his/her: 1) facial expression - a look of contempt, rolling of the eyes, deep sighs, grinning or grimacing derisively, 2) phrasing of words or taunting language, and 3) an insolent or disrespectful tone of voice.
- The results of such actions are the refusal (or failure) to listen to or heed counsel (Prov. 13:1). The outcome is naturally direct or indirect disobedience, poor attitude, and a disruptive spirit. Because a scoffer is proud, haughty, and self-centered (Prov. 21:24), he is apt to respond with the attitude that he is unjustly accused. "Why are they always picking on me?" He will heap abuse on those who endeavor to counsel or correct him (Prov. 9:7). Scoffers and scorners agitate brother against brother and stir up dissension against those in authority (Prov. 6:19). When a scoffer is present, there is no peace (Prov. 29:8).

The ultimate goal is that of restoration to usefulness in the Body. However, if a person is identified as a scoffer or scorner, specific steps will be taken in dealing with him including the possibility of suspension or dismissal (Titus 3:10-11). The steps which will be followed are listed on the Process of Intervention chart.

BULLYING AND CYBER-BULLYING

DCS takes the safety of its students very seriously. Students have the right to feel safe and secure while at school or school-related activities. Bullying and/or cyber-bullying may be punishable by detention, suspension, or expulsion. Both bullying and cyber-bullying are intentional, hurtful acts, words, or other behavior, such as, but not limited to, name-calling, verbal smears or inappropriate comments, threatening, hurtful letters or e-mail, text or instant messaging, telephone communications, Internet blogs, chat-rooms, postings, and hostile and/or defamatory personal Web sites. Although cyber-bullying will most likely occur off campus, the effects of it are definitely felt while on campus and within the school community. Therefore, DCS will take the appropriate steps necessary to stop the act and restore the safe atmosphere of our campus.

SEXUAL HARASSMENT

Damascus Christian School is committed to maintaining an academic environment in which all individuals treat each other with respect and dignity and which is free from all forms of intimidation, exploitation, and harassment, including sexual harassment. This school is prepared to take action to prevent and correct any violations of this policy. Anyone who violates this policy will be subject to discipline, up to and including suspension or expulsion.

Definition of Sexual Harassment

“Sexual harassment” means unwelcome sexual advances, requests for sexual favors, and other verbal, visual, or physical conduct of a sexual nature, made by some form in the work or educational setting, under any of the following conditions:

1. Submission to the conduct is explicitly or implicitly made a term or condition of an individual’s academic status or progress.
2. Submission to, or rejection of, the conduct by the individual is used as the basis of academic decision affecting the individual.
3. The conduct has the purpose or effect of having a negative impact upon the individual’s academic performance, or of creating an intimidating, hostile, or offensive educational environment.
4. Submission to, or rejection of, the conduct by the individual is used as the basis for any decision affecting the individual regarding benefits and services, honors, programs, or activities at or through this school.

Examples of Sexual Harassment

Unwelcome sexual conduct of this type can include a wide range of verbal, visual, or physical conduct of a sexual nature. Among the types of conduct which would violate this policy are the following:

1. Unwanted sexual advances or propositions;
2. Offering academic benefits in exchange for sexual favors;
3. Making or threatening reprisals after a negative response to sexual advances;
4. Visual conduct such as leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters;
5. Verbal conduct such as making or using derogatory comments, epithets, slurs, or jokes;
6. Verbal abuse of a sexual nature, graphic verbal commentaries about an individual’s body, sexually degrading words used to describe an individual, suggestive or obscene letters, notes or invitations; and
7. Physical conduct such as touching, assaulting, impeding, or blocking movements.

Employee-student and/or student-employee as well as student-student sexual harassment is prohibited.

What To Do If You Experience Or Observe Sexual Harassment

Students who feel they have been subjected to conduct of a harassing nature or have observed conduct of a harassing nature are encouraged to promptly report the matter to school personnel. All complaints will be promptly investigated.

Confidentiality

Every effort will be made to protect the privacy of the parties involved in any complaint. However, the school reserves the right to fully investigate every complaint and to notify a student's parent/guardian and appropriate officials as the circumstances warrant.

Protection Against Retaliation

It is against the school's policy to discriminate or retaliate against any person who has filed a complaint concerning sexual harassment or has testified, assisted, or participated in any manner in any investigation proceeding or hearing concerning sexual harassment.

Procedure For Investigation Of The Complaint And For Taking Corrective Action

When one of the school officials designated in this policy receives a complaint, he shall immediately inform the administration. The administrator will direct an investigation. If the investigation confirms the allegations, prompt corrective actions shall be taken. The individual who suffered the harassing conduct shall be informed of the corrective action taken. In addition, any student or employee found to be responsible for sexual harassment in violation of this policy will be subject to appropriate disciplinary action up to and including expulsion or termination. The severity of the disciplinary action will be based on the circumstances of the infraction.

SPORTS/EXTRA CURRICULAR ACTIVITIES/ELIGIBILITY GUIDELINES

The goal of the DCS athletic department is that everything that is done be honoring and glorifying to God. Our desire is to teach students (coaches and fans) how to win graciously and how to lose graciously. "Conduct yourself in word and action the same way as Jesus Christ would conduct Himself (Col. 3:17).

Elementary Grades (5th & 6th with some 4th playing up) – will focus on introduction of skills and instruction of skills. Our goal is for each student to have, as nearly as possible, an equal opportunity to participate in the events scheduled.

Junior High Grades (7th & 8th) – these grades focus on continued instruction and skill development and the initial stages of team tactics. Our goal is for each student to have, as nearly as possible, the opportunity to participate to some extent in each scheduled event.

High School (9th-12th) – DCHS competes at the 1-A level with the Oregon School Activities Association (OSAA). We play public as well as other private and Christian schools. Even though we have a "no cut" policy, the more gifted athletes generally see more playing time. If numbers merit, we field junior varsity (JV) and varsity teams.

A. REQUIREMENTS FOR PARTICIPATION

1. A Summary of the Minimum Requirements of the OSAA

The Oregon School Activities Association (OSAA), of which we are a member, requires that any student-athlete must have passed five credits (non-elective classes) of work in the semester immediately preceding the semester of participation. An F (in any required class) must be made up by the following fall for a student to be eligible to compete in fall sports (see p. 16 in the DCS Parent-Student Handbook for further credit recovery information). All participants must also be maintaining consistent forward progress toward graduation in the normal four-year time span.

2. Minimum requirements of Damascus Christian School

- a. **Academics** –DCS requires that all student-athletes in 4th-12th grades meet these additional standards:

1. All current classes must be at or above 70% (C- and above) by Monday morning (or the first day of classes), beginning the fourth week of school and each week thereafter.
2. Eligibility/Ineligibility for extracurricular activities will begin on the day the report is issued. Activities scheduled for that day are affected by the eligibility report. It is the student's responsibility to present the report to his/her parents/guardians to be signed and returned to the office the next school day. Failure to do so will result in suspension from practice/event participation that day and each day until the report is returned to the school office.
3. Ineligibility will end only on the day an eligibility report is issued. Ineligibility will not end on a day between two eligibility reports.
 - a. Each Monday (or the first day of classes) by 1 PM, all teachers, athletic director, all current-season coaches, guidance counselor, and office staff will be given a master list of students who fall below the 70% mark for any class.
4. If a student raises his grades on the following week to a least 70%, he/she is removed from probation and will be checked again each week until the end of the quarter. Probation weeks are accumulative for each sport.
5. If a student is removed from a team/extra curricular activity, he/she will be eligible for the next sport or activity at the completion of the prior activity providing he/she is at 70% in each class (e.g., removed from volleyball; eligible for basketball).
6. Beginning the second quarter or the start of a new sport season and each quarter thereafter, the student will have two weeks in which to accumulate grades before the grade report will be issued, then he/she will be evaluated each week until the end of the fourth quarter or until activity ends. Probation weeks are accumulative for each sport.
7. Teachers must record at least two grades each week. If a teacher feels he does not have enough points collected, he may choose not to evaluate a student, and no penalty is assessed to the student.
8. When a student struggles to meet eligibility requirements of grades at 70% or above because of documented learning difficulty or a health impairment which impacts learning (i.e., academic, psychological, or medical diagnosis), the teachers(s) will contact the Discovery Program Coordinator to arrange for a team meeting – parent, teacher, educational therapist, and student (optional). Guidelines relevant to the specific needs of the student will be established in a collaborative fashion.
9. Attendance – Student Athletes must attend the full day of school (from homeroom to dismissal) on the day of and the day immediately following any scheduled games (exceptions would be when unusual circumstances arise; the administration and athletic director would announce modifications to this policy as necessary). If the team bus arrives at DCHS after 1:00 AM, students must be at school by the beginning of 3rd period.
10. Being absent from school on any day will mean no participation in that day's practice or if a game day, the afternoon/evening game. It would be ill –advised to participate in a strenuous practice or, game if a student was sick enough to have missed school. We would prefer not to put that student at any further risk.
11. Definition of Extracurricular Activities: Any after school sport or club team; these may include volleyball, soccer, basketball, track, drama-spring performance, chess club, worship team, etc.

12. Time Limits: Practices will be held to a maximum of 3 hours per school day Monday thru Friday. Exception: Summer vacation and weekend hours.

	<u>Eligibility Chart</u>		
	<u>If Below 70%</u>	<u>OK To Do</u>	<u>May NOT Do</u>
First Grade Check	Grace Week	No Limits, OK to practice and play in games	
Next Grade Check	On Probation	OK to practice	No participation in or traveling to events with team
Next Grade Check	On Probation	Stay home and study	No practice or participation in or traveling to events with team
Next Grade Check	Off team for rest of season; turn in uniform		

Attendance:

Unless otherwise posted or special permission is obtained from the coaches and/or teachers involved, student-athletes must attend the full day of school (from homeroom to dismissal) on the day of and the day immediately following any scheduled games (exceptions would be made for pre-scheduled doctor/dentist appointments during school hours.) On those occasions when unusual circumstances arise, coaches will announce modifications to this policy as necessary. If the team bus arrives at DCHS after 1:00 AM, students must be at school by the beginning of 3rd period.

Being absent from school on any day will mean no participation in that day's practice or, if a game day, that afternoon's/evening's game. It would be ill-advised to participate in a strenuous practice or game if a student is sick enough to have missed school. We would prefer not to put that student at any further health risk.

Playing Up At A Higher Grade Level

If a higher grade (5th-6th or 7th-8th) is unable to field sufficient numbers for a team, opportunity will be given to 4th grade inviting those interested to play for the 5th-6th team or the 6th graders to play for a 7th-8th team (see chart below for numbers for each sport).

- Players will only play up to the next grade level (i.e., 4th on a 5th-6th team or 6th on a 7th-8th team)
- Athletic Director will talk with the 4th or 6th grade teachers if need exists; a note will be sent home notifying parents of need and inviting eligible students to participate.
- The permission slip for lower grade level students **must be turned in by one week from the date on the form to be eligible to play**. The student/parents must understand that priority will be given to upper grade students regarding playing time.
- All players will need to have completed a physical form, handbook form, and pre-participation form prior to any practice. Forms are on our website (www.damascuschristianschool.org). Contact the DCS Athletic Secretary if you have any questions.
 - Volleyball 12-14 players per team
 - Elementary (5th & 6th)
 - Junior High (7th & 8th)
 - Soccer 22-25 players per team
 - No elementary program at this time
 - Junior High (7th & 8th)

- Basketball 10-12 players per team
 - Elementary (5th & 6th)
 - Junior High (7th & 8th)

- Track and Field
 - Elementary (3rd – 6th)
 - Junior High (7th & 8th)

Drama Eligibility Guidelines

In an effort to maintain high academic standards and encourage students to participate in various extra curricular activities, we have developed guidelines pertaining to participation and eligibility based upon their academic standings. Because of the unique nature of drama (see below) we have purposed to structure guidelines that would address those differences and yet remain equitable to our sports' eligibility requirements. Some of those differences include – **DRAMA** - everything follows a *script* – lines, movements, lighting, props, entrances and exits are meticulously rehearsed and set. Once they are set, they don't change. *Understudies* (one person learning several back-up parts) do not work in the context of a small school. It puts far too much pressure on the director and the students. *Drama presentations* are scheduled for a brief duration - one to two weeks, thus limiting the students' opportunity to recover from academic probation. **SPORTS** - *strategy* is constantly changing; players are trained and assigned to play positions other than their primary one within the context of any game. *Substitute players* are ready to fill in when needed. *Schedules* – sports have seasons that run several months, thus, the student has more opportunity to recover from academic probation.

Again, in realizing there are some significant differences between sports and drama, we sought to design an eligibility plan that would be equitable for both. Bottom line: to encourage students to maintain good grades while participating in their chosen area – sports or drama.

Drama Eligibility

1. If a student goes below 70% in any combination of classes three times during a quarter, he/she will be allowed to participate on stage, but in a minor role only for the next production.
2. If a student goes below 70% in any combination of classes four times during a quarter, he/she will not be allowed to participate in any capacity for the next production.
3. If a senior experiences grades below 70% in any combination of classes during the spring production, the student will meet with a panel chaired by the drama teacher to discuss consequences.

These guidelines would also apply to technical assistants – lights/sound, stage manager, etc.

COMMUNICATIONS AND CONTACT INFORMATION

WEBSITE & E-MAIL

Damascus Christian School has a website designed to be informative and easy to navigate. Our website address is www.damascuschristianschool.org. We try to keep information current. Any suggestions to enhance the site are always welcome. If you would like to communicate with the school office by email, our addresses are DCS@damascuscc.org, pammattecheck@damascuscc.org, or timoakley@damascuscc.org.

RENWEB – PARENTS' WEBSITE

Our school database (RenWeb.com) has the ability to send weekly emailed progress reports from teachers to one or both parents. In addition, you can access your child's daily assignments and grades on the internet with our Parents' WebSite!

To access the Parent's Web Site:

- Go to Internet Explorer and type in the address www.renweb.com
- Click on Parent's Web at the top of the circle.
- Log in as follows: District Code is DCS-OR then, **type in the email address that you provided to the school.**
- Click new parent login if you have not logged into RenWeb before.

- You will be emailed a new password within 3 minutes (to the email address you typed in, which must be the same email address that you provided to the school).
- Go back to the first screen and type in your password to log in.
- Select “Continue”
- To access grades, click Classrooms.
- This will bring up classes that each of your children are enrolled in at the school.
- Click on Homework Summary or Gradebook Summary at the top of the column for each child.
- You will be able to find other school information available about your child on this site as well as the ability to email the teachers directly!

Please note that grades will not be entered in every subject everyday.

FINANCIAL POLICY

Before you make this financial commitment with Damascus Christian School, a ministry of Damascus Community Church, we would ask that you prayerfully consider it in light of the following Scriptures:

Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it?

Luke 14:28, NIV

It is better not to vow than to make a vow and not fulfill it.

Eccl. 5:5 NIV

Let no debt remain outstanding, except the continuing debt to love one another.

Romans 13:8a NIV

- A. Tuition payments may be made on a nine, ten, or eleven month basis, beginning August 1st. *However*, if a student is a senior and the only child attending DCS from the family, the payment plan must be on a nine month basis. All tuition and fees must be paid in full by graduation in order for seniors to receive their diploma. Once a plan has been selected, it should remain in effect the entire year. Any changes to the plan must be approved by the Damascus Christian School Commission Finance Committee. All tuition is due by the 1st of the month. If the due date falls on a weekend or holiday, the next school day will be the due date. All other fees are payable as billed.
- B. The registration fee will be refunded if the family is not accepted by the school. If the family chooses not to enter their child after being accepted, the registration fee is forfeited.
- C. **Regular** monthly tuition payments must be made on each account.
- D. Procedures regarding delinquent tuition/fees:
1. After fifteen (15) days of delinquency, a short reminder will be mailed.
 2. After thirty (30) days of delinquency, the student will be suspended, unless acceptable arrangements for payment have been made.
- E. If a student is withdrawn *before* the fifteenth of the month, the monthly tuition rate will be one half. If the student is withdrawn *on or after* the fifteenth, the full month’s tuition will be due. Tuition refund or balance due is based on 9 month school year.
- F. The Damascus Christian School Commission Finance Committee is committed to working with families to help them meet their financial obligations. Please contact them through the school office if you foresee a problem keeping this financial commitment or to discuss exceptions regarding delinquent accounts.
- G. STUDENTS WILL NOT BE ADMITTED TO A NEW SCHOOL YEAR UNLESS ALL PAST SCHOOL TUITION AND FEES HAVE BEEN PAID IN FULL NOT LATER THAN JULY 30TH.