

Dear Parents:

Enclosed is the school insurance program we are offering for 2010-2011 school year. Please read through the brochure carefully. We feel this is a very adequate policy at a reasonable cost.

If you choose to enroll in the program, please follow the instructions and enroll either on-line at www.k12StudentInsurance.com or complete the enrollment form and mail with a check directly to **Health Special Risk**. One check can pay for all your children. Please mail **by the first day of school**.

The insurance is not mandatory, however, for your protection as well as ours, we do ask that your child be covered either through this program or through your personal insurance policy.

If your child is adequately covered on your policy and you do not wish the school insurance, simply **sign the bottom of this form and return it by the first day of school**.



INSURANCE WAIVER

My child(ren) _____

is (are) adequately covered by my personal insurance program and I do not wish to purchase the school insurance. My policy covers the child(ren) from home to school and back again, plus while at school and any school-related events or activities.

Both parents or legal guardians must sign.

Father's Signature _____

Mother's Signature _____

Date _____



EMERGENCY DATA CARD
DAMASCUS CHRISTIAN SCHOOL
2010-2011 SCHOOL YEAR

Name _____ Age _____ Grade Entering _____

Male _____ Female _____ Birthdate _____ Social Sec. # _____
Last First Middle

Address _____ City _____ Zip _____

Family E-Mail address for RenWeb (**please print**) _____

FATHER'S

MOTHER'S

Name _____ Name _____

Employment _____ Employment _____

Work # _____ Cell _____ Work # _____ Cell _____

Home Phone _____ Student lives with _____

In case of emergency whom should we call (other than parents)?

Name _____ Phone _____ Relationship _____

Name _____ Phone _____ Relationship _____

If your child has any existing medical or physical disorder(s) or food/medicine allerg(ies) which needs watching please explain:

Does your child require the use of an Epi Pen for any reason? Yes ___ No ___ If yes, do they carry an Epi Pen with them? Yes ___ No ___ For what reason do they need an Epi Pen _____

Is your child currently taking medication? Yes _____ No _____ If yes, for what reason _____

_____ **Name of medication & dosage** _____

_____ **How long have you been aware of this situation?** _____

Permission to use: Tylenol _____ Advil _____ Neosporin _____

NAME OF FAMILY DOCTOR _____ PHONE _____

Kaiser Card # _____ Insurance _____ # _____

In case of an emergency which needs immediate medical attention and neither parent nor friends can be reached, the school will take whatever steps are deemed necessary for the well-being of the child including taking the child to the doctor and/or the hospital. The proper medical authorities have parent permission to take whatever action is deemed appropriate for the child and the parents will assume full responsibility for any action taken.

FATHER'S SIGNATURE _____ Date _____

MOTHER'S SIGNATURE _____ Date _____

DAMASCUS CHRISTIAN SCHOOL
DISCIPLINARY PROCEDURE

Damascus Christian School is honored that you have asked our staff to assist you in the training of your child for Christian discipleship. Our total program is designed to help parents in the development of the spiritual, academic, moral, physical and social qualities that characterize your son or daughter.

In order to carry out your wishes for total character development, we believe it is necessary to follow the Scriptural admonition to correct a child when his or her behavior is in violation of proper or reasonable school rules and procedures. Usually, a quiet word with a student will suffice. However, there are those times when on-going warnings and counsel are not heeded and stronger action is required. This may be in the form of a detention, student-parent-teacher conference, counsel with the principal, or when all else has failed, suspension, and/or probation, or expulsion.

Our basic disciplinary process is as follows:

1. For minor infractions or petty attitudes, the teacher counsels with the student privately, one-on-one.
2. If there is a problem of on-going disrespect or defiant disobedience, the next step would be a parent-student-teacher conference.
3. If there is no resolve, the principal would then enter the picture along with the above mentioned parties.
4. If problems persist, the student would be suspended. Parents or guardians would be called and the student would be sent home for the designated suspension period. Prior to being re-admitted, a parent-student-DCS staff conference would be scheduled to determine the next course of action. The student may be placed on probation.
5. If, within a reasonable period of time following the suspension, there seems to be no apparent change in behavior/attitude, the student will be asked to leave Damascus Christian School.

We have read the above and agree to support the school in its discipline policy. If we have any questions concerning action taken involving our son or daughter, we agree to first discuss it only with the person(s) most directly involved (Matthew 18:15-17).

Date _____ Father's Signature

Mother's Signature _____

This must be signed and returned to the school office by the first day of school.

**FIELD TRIP PERMISSION SLIP
2010-2011**

During the school year various field trips are taken by different classes. Rather than have you sign a permission slip for each outing, we are using the form below to cover the year.

Prior to each field trip you will be notified as to destination and purpose, date, appropriate dress, and cost, if any. Please complete the form, and **return it to the school office by the first day of school.**

If you have any questions, please contact the office (503-658-4100). Thanks for your help.

RETURN TO SCHOOL OFFICE BY FIRST DAY OF SCHOOL

**Damascus Christian School
Field Trip Permission Slip**

I give my permission for _____
child(ren's) name(s)

to attend Damascus Christian School-sponsored field trips. I understand that I will be notified of the field trip prior to its occurrence. If a medical emergency arises which in the opinion of the teacher, coach or chaperon, requires immediate medical attention, and a parent or guardian cannot be reached at the telephone number(s) below, I give complete authorization and assume full responsibility in the utilization of the services of an available medical facility or physician until such time as the parent or guardian can be contacted.

Signature of parent/guardian

Date

Home Phone

Work/Cell Phone

At various times we are in need of assistance in transporting students on field trips. DCS/DCC insurance policy does not cover liability of the vehicle owner. All persons using their own autos on school business must provide proof of auto coverage (This is a copy of your policy page, not your insurance card). If you might be interested and available to drive, please complete the following portion.

Background check forms are also required to be a driver. I have a list of drivers who have filled out current insurance information and background checks. If you have turned in your paper work and showed your driver's license to the office, call me and I will let you know if you are on the list of approved drivers.

These forms are available on our website.

Thank you,

Pam Mattecheck

Media Consent and Release Agreement

Minors who attend Damascus Christian School (DCS) may be photographed as they participate in school activities. This form, if signed, indicates approval for the student's name, picture and/or verbal statements to appear in media outlets such as the local newspaper, TV, radio, and DCS website or publications. These photos or articles may or may not personally identify the student by his/her name. DCS may use this information at subsequent times for PR or reporting purposes.

Student and Parent/Guardian understand and agree that:

- No monetary consideration shall be paid
- Consent and release have been given without coercion or duress
- This agreement is binding upon heirs and/or future legal representatives

If the Student and Parent/Guardian wish to rescind this agreement they may do so at any time with written notice.

Student's Name (please print) _____

Parent/Guardian (please print) _____

Parent/Guardian signature _____

Date _____

DCS 2010-2011 Parent-Student Handbook

In order to ensure that each DCS parent and student is familiar with our operating policies and procedures and to make sure we are heading in the same direction, we are asking that at least one parent in the family read through this year's handbook. The Parent-Student Handbook is available on line at www.damascuschristianschool.org. Please discuss, as a family, those items that are pertinent to you.

Upon completion, please sign this form and return it with your other forms on or before the start of school.

Thanks!

Yes, I have read through the 2010-2011 Parent-Student Handbook.

Signature

Date