

Damascus Christian School

# Parent-Student Handbook



**2016 – 2017**

*An Educational Ministry of Damascus Community Church*

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## **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 and Christian education are not found in the Bible, Scripture gives explicit principles on spiritual instruction of children at home and within the church. God has given the home and the church the responsibility to educate. Therefore, as an extension of these institutions, the Christian school also has a Biblical mandate to educate.

The Bible places high value upon knowledge and wisdom and the application of that knowledge and wisdom to all of life. Thus, 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).

We view Damascus Christian School as a part of each child's Christian education in cooperation with the Christian home and church. The goal of our educational philosophy is to provide a Biblical Christian worldview. The foundational concepts of this worldview are found within our statement of faith below.

## **STATEMENT OF FAITH**

1. **SCRIPTURE:** We believe the original autographs of the sixty-six books of the Old and New Testaments to be the Word of God written by men moved by the Holy Spirit. Our contemporary manuscripts are reliable. The church uses a variety of translations, but for the sake of consistency, we are using the English Standard Version in this constitution. These Scriptures are true being God-breathed and given once for all time 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; Jude 3; 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 and are born of Him into an intimate and

eternal relationship through redemption and adoption as His own (Ps. 145:8,9; I Cor. 8:6; I Chron. 29:11; Ps. 103:19; Rom. 11:33; John 1:18; Eph. 1:3; I Cor. 11:3; Luke 3:38; John 1:12; Eph. 1:3-6; John 3:3; I John 3:9; Heb. 12:5-9).

- b. We believe that Jesus is Lord and Christ, the eternal Son of God. He became man (incarnate) by virgin birth, and yet remained 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 receive those in Christ, and then establish His Kingdom on earth. He is the One through whom the Father will judge all mankind (Is. 7:14; Matt. 1:18-23; Acts 2:36; John 1:1, 14; Is. 53:5-6; I Peter 3:18; Acts 1:3-11; Rom. 8:34; Heb. 7:25; I Thess. 4:16-17; Rev. 19:6, 11-20).
  - 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, and sealing all believers at the moment of salvation; and illuminating, empowering, gifting, filling, and producing fruit (John 16:7-15; Acts 1:8; Eph. 1:13, 3:16, 4:4-6, 5:18; I Cor. 12-14; Gal. 5:22-23; Rom. 8:5-27, 12:4-6; Acts 2:6-8; I Cor. 1:22, 14:21-22; II Cor. 1:21-22).
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. God immutably bestows upon each person male or female gender, biologically determined. 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 people stand condemned before God (Gen 1:26-28, 2:7, 20-23; 1 Tim. 2:13; 1 Cor. 10:31, 15:22; Rom 3:23, 5:12; John 3:16-18).
4. **SIN:** God is righteous and has revealed righteousness in terms of human behavior through His Word, including both commandments and principles for living. By inherited nature and personal action, all men fall short of God's righteousness and thus are sinners and do sin in attitude, action, and thought. To deny this tenet is to reject what God has revealed about human nature and behavior. The consequence of sin is eternal condemnation, required by God's just nature. In love, God sent His Son, Jesus Christ, to satisfy the requirements of His justice, paying the price for our sin by His death. Believers in Jesus are in the process of becoming like Jesus with the expectation that they will sin less as they grow through the sanctifying work of the Holy Spirit and ultimately will be sinless upon entering His eternal presence (Ps. 51, 119; Rom. 3:21-26; I John 1:8-10; Rom. 5:12-19, 6:23; John 3:16; I John 3:2-3; 2 Cor. 3:18; Eph. 2:1-3).
5. **SALVATION:** We believe that salvation from the condemnation that results from sin 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, "Truly, truly, I say to you, whoever hears my word and believes him who sent me has eternal life. He does not come into judgment, but has passed from death to life" (John 5:24). "Jesus said to her, 'I am the resurrection and the life. Whoever believes in me, though he die, yet shall he live, and everyone who 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 on the last day" (John 6:44). "My sheep hear my voice, and I know them, and they follow me. I give them eternal life, and they will never perish, and no one will 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 the Father's hand" (John 10:27-29). "Whoever believes in him is not condemned, but whoever does not believe is condemned already, because he has not believed in the name of the only Son of God" (John 3:18).

6. **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 (Matt. 16:18, 1 Cor. 12:12, 13) of which Christ is the Head (Eph. 1:22, 4:15; Col. 1:18). Believers are to assemble in local churches as the body of Christ to fulfill the purposes Christ gave His Church (Acts 14:23,27; 20:17,28; Gal. 1:2; Eph. 4: 4-6; Phil. 1:1; I Thess. 1:1; 2 Thess. 1:1, Heb. 10:25).
  - a. We believe the Church's purpose is to worship and glorify God (Eph. 3:21) by devoting itself 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. Each member of the body of Christ is given one or more spiritual gifts according to God's will. No one gift is given to all members of the body, nor is any gift the necessary evidence of saving faith or of being filled with the Spirit. All gifts are given to build up the body of Christ and to fulfill God's purposes, including any biblical use of tongues, interpretation of tongues, healings, miracles, or prophesy (Eph. 1:13; 4:4-6; I Cor. 12-14; Rom. 12:4-6).
  - c. We believe that the unity Christ gives us bears witness to His saving and sustaining grace (John 17: 20-26; 1 John 2:9-19; Eph. 4: 1-6).
  - 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: 1 ff.; 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: Believer's Baptism and the Lord's Supper (Matt. 26:26-28; Matt. 28:18-20).
7. **CHRISTIAN CONDUCT:** We believe "... the grace of God has appeared, bringing salvation for all people, training us to renounce ungodliness and worldly passions, and to live self-controlled, upright, and godly lives in the present age, waiting for our blessed hope, the appearing of the glory of our great God and Savior Jesus Christ, who gave himself for us to redeem us from all lawlessness and to purify for himself a people for his own possession who are zealous for good works" (Titus 2:11-14). Therefore, the believer has 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 shall leave his father and his mother and hold fast to his wife, and they shall become one flesh." This union is intended to be life-long, as Jesus counseled in Matthew 19:6, "... therefore what God has joined together, let not man 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, that human life is uniquely sacred, and that children are a gift from the Lord. God alone has the prerogative to give and take life which prerogative God delegates to human will only in cases of war, capital punishment after due process of law, and defense of self or others from imminent serious bodily harm or death (Gen. 2:18-25; Matt. 19:3-9; Ex. 20:14; I Cor. 6:18; Ps. 139:13-16; Gen. 9:6; Eph. 5:21-6:4; I Tim. 5:3-8; Deut. 32:39; I Sam. 2:6; Ps. 127: 3).
  - 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 (Rom. 13:1-7; I Tim. 2:1-4; Acts 5:25-32).
  - c. **The Church** - As members of the body of Christ, 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 (Rom. 12:3-16; Eph. 4:7-16; I Cor. 16:1-2; II Cor. 9:6-9; I Cor. 6:1-8; Acts 1:8; Matt. 28:18-20; Phil. 2:3-4).
8. **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 (Gen. 3:1-7; Job 1:6-7, 38:4-7; Ps. 103:20; Matt. 25:41; Luke 10:18).
  9. **FUTURE:** We believe in that blessed hope - the personal, visible, premillennial return of our Lord and Savior Jesus Christ. We believe in the resurrection of all who have died. Unbelievers will be condemned to the eternal lake of fire along with Satan and his fallen angels. All who have believed in Jesus Christ will inherit eternal life with God in the new Heaven and new Earth (Zech. 14:4-11; Dan. 9:24-27; John 14:1-3; Matt. 24:36, I Cor. 15:51; Titus 2:11-14; I Thess. 4:13-18, II Peter 3:10-13; Rev. 12:7-12; 1 John 5: 11-12; Rev. 20, 21).



## **ACADEMICS**

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

### **Accreditation –**

Damascus Christian School is a registered private school in the State of Oregon. In 2005, DCS was given full accreditation, grades K-12, 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, accreditation allows for high school credits to transfer to other schools and can substantially ease the college admittance process. We will re-apply for accreditation again in the spring of 2017.

### **Achievement Testing –**

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

### **Class Failure and Credit Recovery –**

Each quarter failed in a required 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 periodic contact with the family during the credit recovery process.

DCS accepts work retaken through public high school or college summer school programs, night classes, or other accredited institutions. Courses unique to DCS (i.e. Worldviews, 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 academic advisor (and possibly classroom teachers) to determine options available to them. This may include the possibility of not participating at graduation; a diploma will be issued upon completion of satisfactory credit recovery work.

The "F" mid-term grade will be replaced with the earned credit recovery grade. Both the semester grade and GPA will reflect this new grade. The transcript will record the original F but will also include the new grade, the raised GPA, and the recovered  $\frac{1}{4}$  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 automatic expulsion from school.

### **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 to develop a Biblical worldview.

We emphasize both academic excellence and Christian character development by offering a variety of objects 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, social sciences, health, music, art, and physical education make up the basis for our curriculum. Other course offerings may include choir, band, art, yearbook, contemporary issues, computers, drama, foreign languages, and speech. Courses vary from year-to-year dependent upon needs and available personnel.

## 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.

100-97% = A+	89-87% = B+	79-77% = C+	69-67% = D+
96-93% = A	86-83% = B	76-73% = C	66-63% = D
92-90% = A-	82-80% = B-	72-70% = C-	62-60% = D
			59-0% = F

The letter grade will be used on the report card for a student's academic standing. The student grade should reflect the competency of the content. The following guidelines are:

A	= superior effort, initiative shown beyond the given assignment (100-90%)
B	= above average, meets expectations of assignment (89-80%)
C	= average, ordinary in growth and improvement, needs encouragement (79-70%)
D	= below average, not meeting assignment expectations (69-60%)
F	= failing, unsatisfactory work (59-0%)
I	= incomplete, no grade given, must be made up within a specified time
P/NP	= pass/no pass
S, N, U	= satisfactory, needs improvement, unsatisfactory

Class rank and grade point average (GPA) are determined by considering all courses other than pass/no pass classes taken in 9th grade through the first semester of 12th grade. Honors-level courses are assigned an additional 0.25 to the GPA to account for the increased rigor required for the course. To determine valedictorian and salutatorian honors, the following designations will be used:

A+ = 4.0	A = 4.0	A- = 3.7	F = 0
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	+0.25 = Honors-level

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

## Graduation Requirements –

Students at the high school level may pursue one of two diploma tracks. (1) To receive a standard Oregon diploma, a student must successfully complete 24 credits in 4 years. (2) To receive a college-prep diploma for entrance to a 4-year university, a student must successfully complete 26 credits. Both tracks adequately prepare students for higher learning, but the college prep track is more in-depth academically. All credits are obtained by passing with a “D” or above. An “F” earns no credit and, if received in a required class, must be made up within a set period of time

- **Language Arts** (4 credits): Includes grammar, spelling, literature, research, writing, speaking, and listening
- **Mathematics** (3 credits): Must be at the Algebra 1 level or higher for high school credit
- **Science** (3 credits): Includes Biology, Chemistry, and Physics
- **Social Science** (4 credits): Includes World History, U.S. History, Government/Economics, and Worldview
- **Health and PE** (2 credits): Includes the development of a lifelong interest in physical fitness and covers nutrition, first aid, and the 12 body systems. Competing in 2 sports can cover ½ credit of PE.
- **Second Language, The Arts, Career & Technical Ed** (3 credits): Includes Spanish primarily but may also include other language choices.
- **Electives**: The remainder of a student’s schedule is filled with electives that vary from year to year, dependent upon needs, interest, and availability of personnel but may include computers, art, music, band, drama, online classes, and to name a few.

## Homework –

The purpose of homework is to address individual learning needs—to challenge the students above grade level and reinforce the skills of students below grade level. Homework can also be assigned for research assignments, which cannot be completed in class due to time or resource restrictions. Homework will be necessary when the student is behind in his or her work due to illness (see Attendance section). Also, in preparation for higher education, high school students should expect more homework than students in lower grades.

All students are expected to complete homework when due. Teachers will enter 0’s into the grade book for missing work. For grades 4-12, late work will be accepted up to one week past the due date and will be assigned up to 50% of the original score, or at discretion of the teacher.

## Honor Roll –

Every quarter, an Honor Roll is posted for 4-12th graders based upon academic performance. *Highest Honors* 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 subject 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.

## **Parent-Teacher Conferences –**

At the end of the 1st and 3rd quarters, school is dismissed for Parent-Teacher Conferences. The purpose of conferences is to communicate personally with parents about the progress of their child. Topics covered during the conferences are areas of strength and of concern and reinforcement strategies to build on progress and to help overcome deficits. Since these topics are important, attendance at these conferences should be a family priority.

The **elementary conference** times are directly set up in advance between individual classroom teachers and parents. Each conference lasts for 15 minutes.

**Secondary conferences** are scheduled for two open time periods – an evening and a morning session – to increase convenience for parents. The parents should first visit with the homeroom teacher to receive the report card and discuss class progress. Then they move between other applicable teachers, with each conference lasting about five minutes. If more time is needed, arrangements can be made so as to allow other parents time with the teacher.

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

## **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). 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 an ever-present temptation. Students who resort to such tactics will receive a zero for the assignment and appropriate disciplinary action outlined on the Disciplinary Flow Chart.

## **Student Transfer / Withdrawal –**

Students must obtain a withdrawal form from the office and have it properly completed and initialed by the teacher(s) indicating that all textbooks, school-owned supplies, and fees are cleared. The form is then submitted to the bookkeeper for final clearance. Transcripts will not be released until all fees are paid. 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. All records will be sent to the next school based upon applicable state and federal rules. The school administrator may request an exit conference with parents and student.

Emergency withdrawals (disciplinary, serious illness, etc.) will be handled directly by the administrator.

## **Transcripts –**

Two transcripts will be sent to colleges or given to students free of charge. Additional transcripts may be obtained for \$5.00 each.

# **POLICIES AND PROCEDURES**

## **Accidents / Emergency Data Card –**

Minor scrapes, bumps, cuts, and bruises will be treated at the school office with a first-aid kit. If further attention is needed, the office will call the student's home or the emergency number given on the Emergency Data Card. It is essential for parents of guardians to accurately complete the Emergency Data Card for each child prior to the start of each school year. If you move during the school year, please contact the school office to make necessary address/phone changes.

## **Address and Phone Changes –**

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

## **Admission Policy –**

### **Preamble –**

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 home and a Christian church support a Christian school. Damascus Christian School was found in 1975 to educate the children of Christian parents. 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.

### **Criteria for Admission –**

- 1) Parents must be born-again, Bible-believing, Christ-honoring Christians. (An exception may be made when one parent meets this criteria and the non-believing spouse agrees *not* to oppose the Biblical teaching of the school.)
- 2) All families should be in active fellowship with a Bible-believing church.
- 3) Parents must initial that they have read and acknowledge each point of the Statement of Faith and agree to have their children educated in accordance therewith.
- 4) Parents must agree in writing that they will:
  - a. Grant the school full discretion in the discipline of their children within bounds of the discipline policy.
  - b. Grant the school full discretion for the grade placement of children.
  - c. Meet all tuition and other financial obligations.
  - d. Willingly support the school in prayer and in lending practical help as needed by the school.

- e. Perform as is required by the Parent's Code.
- 5) Parents and prospective students must be interviewed by the school administrator, and at his discretion, the grade-level teacher of the prospective student.
- 6) Prospective kindergarten students must be five years old by September 1st of their entering school year.
- 7) Students of DCC members and DCC/DCS staff have priority for enrollment over students of prospective families.
- 8) We retain the right to deny admission to students whose needs we deem are beyond our resources and personnel.
- 9) Damascus Christian School does not discriminate on the basis of sex, race, color, ethnic, or national origin. Qualified students are entitled to the rights and privileges generally afforded students DCS.

#### **Parent's Code –**

- 1) I will partner with DCS in the educating of my children.
- 2) I will support Damascus Christian School through prayer, utilizing my spiritual gifts and skills, and recommending DCS to other Christian families as opportunities arise.
- 3) I will pay all of my financial obligations to DCS on or before the date due.
- 4) I will attend meetings and parent functions of the School.
- 5) If I become dissatisfied with the School in any respect, I will seek to resolve the matter with the staff member(s) most directly involved.

#### **Allergies –**

The main sources of allergies are food, medications, insect stings/bites, pollen and latex. Schools are considered high-risk areas for students specifically with food allergies due to accidental exposure to milk, eggs, peanuts, soy, wheat, tree nuts, fish and shellfish. When the body inhales, consumes, or just comes in contact with any known allergen, the immune system releases massive amounts of chemicals and histamines, which can affect the respiratory system, gastrointestinal tract, skin, or cardiovascular system. Symptoms of allergic responses may include 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.

DCS seeks to provide a safe and healthy learning environment for students with allergies and to maintain the right of such students to participate in reasonable school activities. The Emergency Response Team will work to ensure rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.

The key of providing a safe environment is good communications between the family, student, and school and each fulfilling their responsibilities. According to the Allergy Policy, parents must work with the school office and teachers to develop an Individualized Health Plan (IHP) to accommodate the student's needs at school (i.e. classroom, playground, gym, kitchen, school

sponsored activities, field trips, athletic outings, and school bus). Parents need to also provide current medications and educate the child in self-recognition and management of his or her allergy. Similarly, the school will educate staff about students' IHP plans, provide trainings on recognizing signs of allergic reactions and administering an EpiPen for example, and limit student contact with offending allergens. DCS does reserve 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.

### **Attendance / Make Up Work / Tardiness –**

DCS places high priority on regular school attendance, as it maximizes student learning and success. Teachers will take attendance at the start of each class period. Any class that a student misses more than ½ the period—except for school-related absences and college visits—will count toward the accumulated total of absences for the quarter/semester. A student will be marked with a half-day absence if not at school from either 8:15 A.M. until 12:00 P.M. or from 12:40 P.M. until the end of the day.

Teachers will encourage parents to regularly monitor RenWeb for their student's attendance history and will specifically notify parents at the 5th, 10th, and 15th absence. Students who are absent more than 15 times may be required to make up missed days during summer school at cost to the parents in order to fulfill Oregon's state-required instructional hours.

### **Excused Absences –**

Excused absences include illnesses, pre-arranged absences, medical appointments, and family emergencies. When returning from such an absence, secondary students must check in at the office with a written excuse explaining the reason for the absence and will be given a re-admit slip; this slip should be presented to each teacher at the beginning of class. Elementary students directly turn their written excuse into their teacher. If, by the third day, no note has been returned, a detention will be issued as a reminder for the student and parents.

### **Unexcused Absences –**

If a student has numerous unexcused absences, the administrator may issue an attendance citation to the student and call for a parent-student-administrator conference. Truancy infractions will result in consequences outlined on the Disciplinary Flow Chart.

### **Make Up Work –**

It is the responsibility of the student to request missed assignments upon return from an absence. Usually students get 2 days to complete missed work for every 1 day absent, but the instructor should develop a timeline with individual students to complete larger assignments or to take assessments. Failure to complete work will result in a lowered grade according to the value of the work missed.

Students participating in athletics, extra-curricular activities, or other school-related events must turn in all work due that day and also obtain work from classes that will be missed

before leaving school. It is the student's responsibility to pre-arrange time with the classroom teacher to take scheduled tests and quizzes.

### **Pre-Arranged Absences –**

For non-illness absences, please notify the school as far in advance as possible of the upcoming extended absences. Elementary teachers can be notified directly while secondary students should complete the Prearranged Notification for Extended Absences form from the school office and have each teacher sign it.

Work may or may not be provided ahead of time for pre-arranged absences. Projects assigned prior to the absence or due during the absence period will be given a due-date determined by each teacher. Upon a student's return, it will be his or her responsibility to obtain and complete all missed assignments. Students will have 2 days to make up missed work for each 1 day absent. Failure to complete make-up work within the designated time will adversely affect the student's grade.

### **Effect of Partial Day Absence on Participation in Extra-Curricular Activities –**

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

### **Tardiness –**

Students will receive tardies as the result of arriving late to class. The teacher will communicate to the class at the start of the year what the desired location and behavior in should be when the tardy bell rings; this usually means students are seated at their desks. A tardy may be excused for reasons such as traffic, unexpected roadwork, unusual weather conditions, or car trouble; these reasons carry no penalty. However, a tardy may be considered unexcused for reasons such as oversleeping, running late, or long lines at the coffee shop. Unexcused tardies bear the consequences outlined on the Disciplinary Flow Chart.

Elementary students are to report directly to their teacher when arriving after the tardy bell has rung. Elementary teachers will determine whether the tardy is excused or unexcused. Secondary students are to report first to the school office if arriving after the tardy bell has rung. The secretary will determine whether the tardy is excused or unexcused. At 9:15 A.M., a tardy turns into an absence. If a student has been in attendance earlier that school day but then arrives after 15 minutes into any class, he or she will receive a detention for truancy and will be marked as an unexcused absence.

### **Minimum Attendance Policy –**

If a student is absent for an extended period of time, the administration will schedule a conference with the parents to reevaluate student status. Additional work may be required before credit can be given. Each situation will be evaluated on an individual basis.



## **Background Checks / Driver's Insurance Verification –**

DCS requires that all individuals who have contract 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 own 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 of school secretary annually.

## **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. Hardbound 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 any updates to the calendar or schedule changes through DCS News emails, the DCS website, or on RenWeb.

## **Chapel –**

Chapel is a vital part of learning each week. The purpose is to help students develop a sense of worship and apply the Word of God to their daily lives. We seek to keep the programs relevant, interesting, and challenging, by providing presentations from various pastors, youth workers, missionaries, staff, students, music groups, drama, and other groups.

All elementary chapels are scheduled on Wednesdays from 8:20 – 9:00 A.M. in the auditorium. Secondary chapels will be held on Fridays from 2:15 – 3:05 A.M. in the auditorium.

## **Closed Campus –**

In the interest of school-community relations, respect to neighbors' properties, and responsibility to student safety and welfare, students will not be allowed to leave the campus during school hours except for scheduled appointments with parent consent.

The exception to this is off-campus lunch privileges for juniors and seniors. However, this privilege can be lost for 2 weeks if a student is late to his or her 5th period class. If a 2nd tardy follows being off-campus, he or she will lose the privilege for 4 weeks. If a 3rd tardy occurs, they will lose the privilege for the remainder of the school year. Juniors and seniors are not allowed to transport underclassmen off campus during lunchtime. If this guideline is violated, those involved will be dealt with on an individual basis according to the Disciplinary Flow chart.

## **Communication between School and Home –**

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

Many teachers send home regular class memos or newsletters. Each week, the office will send out DCS News, which will include upcoming activities, events, and other school-related information. In addition, a monthly newsletter will be sent out to highlight staff, academic and spiritual achievements, outreach opportunities, sports updates, etc.

RenWeb ([www.renweb.com](http://www.renweb.com)) enables us to offer even better home-school communications. Parents are able to log in to their secure parent-site to view their child's grades, attendance record, homework assignments, as well as their family demographics, class directory, teacher email addresses, teacher announcements, report cards and transcripts, and accounting information. For instructions on accessing your RenWeb site, see the COMMUNICATIONS section toward the end of this document.

Parents, students, and alumni are encouraged to regularly visit our website at [www.dcs4you.org](http://www.dcs4you.org).

## **Computer Use –**

During school hours, computers, iPads, and Chromebooks are available in the computer lab, classrooms, and library for students with user accounts. To get a user account, students and their parents need to read and sign the Computer Use Policy, which is available in the computer lab or school office. All seniors, and those students giving presentations on a specific day, may bring their own laptop devices and use them during class.

Violation of the Damascus Christian School's Computer Use Policy will result in loss of computer privileges or other disciplinary action. The below rules are not exhaustive, so if it will reflect poorly on you or the school, if it will disturb others, or if it might damage computers or the network, do not do it.

- No eating or drinking while using a computer.
- No games of any kind, unless part of class work.
- Do not install any software, or modify or delete any system files on any computers.
- CD-ROMs and other multimedia equipment are for schoolwork only. Do not use them for playing music or other recreational activities.
- Respect the equipment. Don't remove or disconnect any labels, parts or cables.
- Do not read or modify other users' files.
- Keep your password to yourself. Remember it.
- Never impersonate another user by using their name or password.
- Do not access files, accounts or any URL unless needed to complete an assignment.
- Keep the computer area clean.
- Log off before you leave the room.

## **Early Dismissal –**

If a student must leave campus for a scheduled appointment before the regular dismissal time, he or she must be picked up at the office. A note should be sent informing the teacher of the early dismissal, so he or she can be dismissed from class on time and be waiting in the school office. If the student drives, the office must have a note from the parent or guardian stating the reason, destination, and time for the early dismissal. All students must check out with the office prior to leaving.

## **Emergency Drills –**

Drills for a variety of emergency situations will be held regularly. Teachers will instruct their classes as to each procedure and then practice them routinely. Students are to evacuate the building in an orderly manner—single file, without talking, pushing, or running. Each teacher will accompany his or her class. An evacuation plan is posted in each room.

## **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 behavior in all situations. If the trip is outside the 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 an excursion. Parents may be invited to chaperone, as there must be 1 adult for every 5 to 8 students. Parents are expected to adhere to the DCS Dress Code 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 to school-sponsored events.

## **Financial Policy –**

### **Tuition Payments –**

- 1) Tuition may be paid over a nine, ten, or eleven-month basis. Please select your plan by contacting the bookkeeper. The first payment is due August 1st. Please note: All tuition and fees must be paid in full by graduation day in order for seniors to receive their diploma and transcripts.
- 2) Billing statements are sent out around the 20th of each month.
- 3) All tuition is due by the first of each 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.
- 4) Regular monthly tuition payments must be made on each account through our school's website ([www.dcs4you.org](http://www.dcs4you.org)), which uses **VANCO's secure auto-pay**.
- 5) Once a payment plan is selected, it should remain in effect the entire year. Also, the tuition commitment is for the amount of a full school year and will not be pro-rated except for circumstances beyond a family's control, such as health events, which prevent a student's attendance. In this instance, please complete a **Financial Hardship Application**. The administrator and bookkeeper must approve any changes to the plan.
- 6) If a student is withdrawn *before* the 15th of the month, the monthly tuition rate will be

one half. If the student is withdrawn *on or after* the 15th, the full month's tuition still is due.

- 7) The registration fee is non-refundable, unless admission is denied.

### **Delinquent Tuition / Fees –**

- 1) Payments not received by the 1st of the month are subject to a 2% late fee.
- 2) After 15 days of delinquency, a letter will be mailed out as a reminder of payment.
- 3) After 30 days of delinquency, the student will be suspended unless acceptable arrangements for payment have been made. The delinquent account may begin accruing interest at the rate of 2% per month. Contact the bookkeeper through the school office to discuss delinquent accounts.
- 4) If accounts fall in arrears and become delinquent, the student is not permitted to participate in extra-curricular activities (sports, drama, etc.). Also, transcripts and diplomas will not be released if a student's account is in arrears.
- 5) Students will not be admitted to a new school year unless all past school tuition and fees have been paid in full no later than July 30th.

### **Tuition Assistance –**

Damascus Christian School is committed to working with families to help them meet their financial obligations.

### **FACTS Online Application –**

DCS seeks to provide tuition assistance to needy families. To see if you qualify, visit the FACTS website through our school's homepage and complete the grant and aid assessment application by May 1<sup>st</sup>. According to our policies, only families who qualify for assistance according to FACTS will be eligible for tuition assistance and will be given proportionately to ensure support is available for all families who apply.

### **Financial Hardship Application –**

If you foresee a temporary delay in keeping your financial commitment, a Financial Hardship application can be requested from the bookkeeper. This form is designed to create an alternate plan for your short-term inability to pay tuition to DCS, but it does not replace your accountability to pay in full the outstanding tuition balance.

### **Friday Feast –**

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.

### **Illness and Medical Guidelines –**

Please make the classroom teacher aware of any special physical problems your child may have.

Medication should be noted on the Emergency Data Card filed in the office and must be administered through the school office. Time and dosage must be clearly indicated on the originally labeled container, and a written note from the parent/legal guardian must accompany the medication giving the office personnel permission to dispense it.

If your child is suffering from a communicable disease, he or she often displays signs such as sneezing, fever, coughing, runny nose, sore throat, red eyes, etc. The child should stay home for the benefit of the child, the class, and the family. If a child is vomiting or has a fever, he or she is not to attend school until at least 24 hours after the temperature has returned to normal and all vomiting has ceased. It is best for the child if they remain home until they are well enough to participate at outdoor recess as well.

Should a child become ill at school, the student is to report to the office. The office will immediately contact the parents. 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 use their cell phones to make arrangements to be picked up by parents or others.

Any child who contracts head lice is not to return to school until he or she has been treated with the appropriate medicinal shampoo and the family's house has been treated to prevent re-infestation by washing all bedding and clothing the child has worn or has been near. All furniture and carpets should be vacuumed and the vacuum bag disposed. Students should avoid sharing combs, hats, or brushes.

### **Immunizations –**

The State of Oregon requires that every child ages 5 to 14 entering an Oregon public or private school 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 probation from school until immunization evidence is presented. Under some circumstances, there are exceptions for medical or religious reasons. Please note that documentation of vaccinations will be required for completion of registration each fall for each new student and for returning students with new age-appropriate requirements.

### **Insurance for Students –**

An optional medical and dental insurance program is available to students through the school. Contact the school office for more information.

### **Kitchen Usage / Lunch –**

Kitchen microwaves are available to secondary students; however, there will be no student use of the kitchen on Fridays due to Friday Feast.

Elementary students are to eat 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, stairwells, auditorium, foyer, etc. When weather permits, lunches may be eaten outside as long as the litter is picked up. Floors are to be free of lunch debris before students resume class.

## **Lockers –**

Secondary 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, as DCS will not assume responsibility for anything taken and/or lost from a locker. If lockers malfunction, the office is to be notified. Students will be assessed a replacement fee for lost, stolen, or damaged locks. Lockers are the property of DCS and may be inspected by school staff at any time. Refer to the Search and Seizure section.

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 he or she continues, the fine will double to \$10, and parents will be notified.

Students are able to decorate the inside of lockers with tasteful décor. Sticky tack is to be used instead of tape to post pictures and sayings. Scantily clad models, macho-military types, off-color innuendoes have no place in school.

## **Lost Property –**

Most lost and found items are stored outside the athletic office in the gym. Pricier items will be kept in the school office. Non-claimed items will be removed regularly and donated to charity.

## **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 –**

Each year our 6th graders participate in Outdoor School, designed to give them a greater appreciation for God's creation as well as a glimpse into the history of Oregon. Our own qualified staff provides instruction. Counselors are made up of DCS high school students, who have been interviewed, accepted, and trained for this program. Outdoor school consists of 3 days spent at a designated site, either at the Oregon coast or in 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, and pass, a background check provided by the school.

## **Parties –**

Parties are enjoyed in classrooms before Christmas and at other times during the school year at discretion of the teacher. Because of the implications of Halloween, Halloween activities and

parties are prohibited. As an alternative, DCS in cooperation with Damascus Community Church provides the community a carnival-style Harvest Festival.

A student may bring store-bought treats to share with classmates on his or her birthday. Parents are asked to make prior arrangements with the teacher.

### **School Closure Due To Inclement Weather –**

In the event of inclement weather, tune in to Portland area radio or TV stations by 7:30 A.M. for the School Closure Report. You will not be personally notified unless you have signed up for Flash Alert messages. For more information about Flash alert, go to <http://www.flashalert.net/>.

If you feel the roads in your area are unsafe and choose to keep your child home while the school remains open, we support your decision. Please contact the office, so the absence can be excused.

If school must be closed midday due to rapidly deteriorating weather conditions, it will be posted on TV/radio stations, Flash Alert, and RenWeb. We will attempt to contact each parent through email or Flash Alert messages. Please wait for the official school closure announcement; students are not to phone for parents to pick them up as this is in violation of our cell phone policy.

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, besides siblings, without prior written permission from parent/guardians. Other students will continue in classes until a parent or designated driver has arrived. All parents/drivers are to come to the school office to sign out those students riding with them. Students will be notified when their ride is waiting in the school office.

### **School Colors, Mascot, and Verse –**

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 / Arrival and Pick Up Times –**

Office Hours: 7:45 A.M. – 4:00 P.M.

Classes:	Kindergarten	8:15 A.M. – 2:55 P.M.
	Grades 1 - 3	8:15 A.M. – 2:55 P.M.
	Grades 4 - 6	8:15 A.M. – 2:55 P.M.
	Grades 7 - 12	8:15 A.M. – 3:05 P.M.

Dismissal Times on Half Days:

Kindergarten	11:50 A.M.
Grades 1-3	11:50 A.M.
Grades 4-6	11:50 A.M.
Grades 7-12	12:00 P.M.

Student supervision begins at 7:45 A.M. for all students with the exception of students enrolled in a 0-period class. All students are to be picked up by 3:15 P.M. No students are to be on school grounds outside the designated times unless special permission has been granted through the office.

Students in grades K-6th are to be dropped off up by the main porch. Students in grades 7-12th are to be dropped off in the courtyard area down between the gym and main building. Please do not allow children to exit the vehicle from the driver's side or prior to reaching the porch. Observe the 5 mph speed limit and route pattern communicated at the start of the school year.

### **School Pictures –**

Each fall, a professional photographer takes pictures of each student. School families may purchase portrait packages. Each family will be notified of the date and cost.

### **Tax Deductible Gifts –**

Monetary gifts, given above and beyond regular church commitments, help to equip our playground, provide resources for computer and science labs, and bolster teachers' salaries. All gift checks, payable to Damascus Christian School, are tax deductible; however, money directed toward tuition of a specific child is not tax deductible.

### **Telephone Usage –**

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

### **Transportation –**

DCS does not provide bus service to our students. If you have trouble arranging transportation for your child, contact the school office for names and phone numbers of other students in your area, so a carpool can be established. Student drivers are not to transport students to DCS events. Please drive with extreme caution and attentiveness on the DCS campus.

### **Visitors –**

All visitors are to report directly to the school office to obtain a visitor's ID badge. Visits must be arranged in advance with the administrator and teacher(s) and must not last more than a half-day. Parents are welcome to visit school at any time. Please call 24 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 must be made. Prospective students and their families may visit the school, but parents are expected to stay with their K-8th grade child. Visits by non-DCS students during lunchtime must be pre-arranged in the office and will be limited.



## **DRESS CODE: MODESTY AND NEATNESS GUIDELINES**

### **Attire & Appearance –**

The DCS dress code details the modesty and neatness guidelines for our school families, so they 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.

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. Refer to the Disciplinary Flow Chart for infractions and their consequences. If you have a question about the suitability of an article of clothing, take it to the office prior to the child wearing it to school.

### **Boys (K-12th Grade) –**

- **Slacks, cords, and jeans** are acceptable for school wear if they are clean and without holes. Pants are to be hemmed, worn at the waist, and not drag on the ground. Pants should also be loose fitting but not overly baggy. Undergarments should not be visible at any time. No athletic pants, nylon rip-stop-type material, fleece, pajama-style, sweats, or warm-ups.
- **Shorts** are to be walking/cargo-type shorts if the hem is in the area of the kneecap. No cut-offs or athletic, nylon, board, and skater-style shorts allowed.
- **Shirts** like Polo or rugby-style shirts and collared, button-up shirts are preferred. Buttoned Henley’s and turtlenecks are also appropriate.
  - Buttons are to be buttoned; the top button may remain unbuttoned.
  - Shirts with tails are to be tucked in throughout the school day, while those with squared-off hems can remain untucked if they are not sloppy in appearance.
  - Tank tops, undergarments, and Spandex shirts are not appropriate.
  - Casual and worn/faded T-shirts are not appropriate. However, acceptable short-sleeved and long-sleeved T-shirts do include those from school-related activities; clothing-line or athletic brand labels; and word-less designs or logos.
- **Sweatshirts/Sweaters** should be neat and non-revealing and can be with or without hoods. Hoods are only to be worn outside the building. All sweatshirts are to be worn with an appropriate shirt underneath in case the sweatshirt is removed during the school day.
- **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 trimmed.
- **Ornamentation** such as nose, cheek, and/or body piercings and tattoos (permanent or wash-off) are not appropriate. Non-natural colors of hair dye and spiked jewelry and apparel are also not appropriate.
- **Hats, visors, sweatbands and sunglasses** are only to be worn outside the building.

## Girls (K-12th Grade) –

- **Skirts/dresses, split skirts** are to be free flowing and 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 allowed as long as they are worn under appropriate skirts and dresses.
- **Shorts** are to be walking/cargo-type shorts if the hem is in the area of the kneecap. No cut-offs or athletic, nylon, board, and skater-style shorts allowed.
- **Slacks, cords, capris and loose-fitting jeans** are acceptable for school wear if they are clean and without holes. Pants are to be hemmed, worn at the waist, and not drag on the ground. Jeans should be loose fitting and not cling to the body. No athletic pants, nylon rip-stop-type material, fleece, pajama-style, sweats, or warm-ups.
- **Feminine knit shirts and blouses** must be modest, non-revealing, and loose fitting. No cleavage, bare midriffs/back, or undergarments should be showing at any time.
  - Tank tops are not appropriate.
  - Casual and worn/faded T-shirts are not appropriate. However, acceptable short-sleeved and long-sleeved T-shirts do include those from school-related activities; clothing-line or athletic brand labels; and word-less designs or logos.
- **Sweatshirts/Sweaters** should be neat and non-revealing and can be with or without hoods. Hoods are only to be worn outside the building. All sweatshirts are to be worn with an appropriate shirt underneath in case the sweatshirt is removed during the school day.
- **Ornamentation** such as nose, cheek, and/or body piercings and tattoos (permanent or wash-off) are not appropriate. Non-natural colors of hair dye and spiked jewelry and apparel are also not appropriate.
- **Hats, visors, sweatbands and sunglasses** are only to be worn outside the building.

## CONDUCT

### Bullying and Cyber-Bullying –

Both bullying and cyber-bullying are intentional, hurtful acts. Examples include name-calling or verbal smears; inappropriate comments via email, text, instant messaging, telephone communication, Internet blog, chat-room, or postings; and hostile or defamatory personal websites. Although cyber-bullying will most likely occur off campus, the effects of all bullying are definitely felt while on campus and within the school community. DCS will take the appropriate steps according to the Disciplinary Flow Chart and restore the safe atmosphere of our campus.

## **Cell Phones and Other Personal Electronics –**

Student cell phones and other personal electronics are to be turned off and put away during school hours (8:10 A.M. – 3:05 P.M.), including between classes and at lunch. This will help to reduce distractions and encourage positive social interactions between students. If a student needs to get in touch with a parent or a parent needs to speak to his or her child during the school day, the school office number (503-658-4100) is to be used. Please do not ask your child to call you or expect a phone call from you during school hours.

Consequences for infractions involving personal electronics are outlined on the Disciplinary Flow Chart. In addition, the school retains the right to confiscate such items and access texts, documents, or pictures if reasonable cause exists. If unsuitable material is found, appropriate disciplinary measures will result. Refer to the Search and Seizure section.

## **Classroom Behavior –**

Parental cooperation is appreciated as DCS and the home seek to work together to train from a Christ-centered philosophy. In order to effectively accomplish this goal, respect and proper response is expected from each student. The following guidelines have been developed to assist the student in that process:

- Students must come to class on time and be properly prepared with textbooks, completed homework, and writing materials.
- 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.

## **Conflict Resolution –**

From time to time, parents and/or students may have problems with a policy, procedure, or staff person. The best solution is to follow the Matthew 18 principle. Go directly to those involved and are part of the solution rather than discussing it with those not involved. 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.

## **Sexting –**

Sexting is the act of sending, receiving, or forwarding sexually suggestive messages, photos, or images via cell phone, computer, or other digital device. Students engaged in such activities are subject to state laws and school discipline, up to and including expulsion and the notification of local law enforcement. Students are required to immediately report such activities to a teacher or an administrator.

## **Sexual Harassment –**

DCS is committed to maintaining an academic environment in which all individuals treat each other with dignity and respect and which is free from all forms of intimidation, exploitation and harassment, including sexual harassment. According to our policy, sexual harassment is any unwelcome sexual advance including a wide range of verbal, visual or physical conduct of a sexual nature. The following are examples of inappropriate conduct, which would violate this policy:

- Unwanted sexual advances or propositions
- Offering academic benefits in exchange for sexual favors
- Making or threatening reprisals after a negative response to sexual advances
- Making sexual gestures or displaying sexually suggestive objects or pictures
- Making or using derogatory comments, slurs and jokes Using sexually degrading words to describe an individual
- Writing suggestive or obscene letters, notes or invitations
- Touching, assaulting, impeding or blocking movements

Employee-to-employee, employee-to-student, student-to-employee, parent-to-employee or student, and/or student-to-student sexual harassment is prohibited. The school is prepared to take action to prevent and correct any violations of this policy. Anyone in violation will be subject to discipline, up to and including termination and expulsion. Please see the full Sexual Harassment Policy for instructions on how to report harassing conduct, the process of the investigation, and the rights of the parties involved.

### **Student Violence and Weapons –**

DCS has no tolerance involving threats or perceived threats of violence by students and maintains that its first responsibility is the protection of all students. Therefore, if a student has possession of a weapon on school grounds, or at a school function, the school will immediately confiscate the weapon and suspend the student, pending an expulsion hearing. Parents are advised that the school may contact local police or appropriate authorities. The student’s permanent record will reflect the expulsion for possession of a weapon on school premises or at a school function.

If the school determines that a threat of violence is credible and specific, the administration will report the threat to appropriate authorities and to the student and/or staff member potentially threatened. The school will immediately suspend the student, pending an expulsion hearing. For purposes of this policy, credible means a reasonable belief or suspicion, determined at the sole discretion of the school administration, that the threat was or might be genuine, or that the student was or might be capable of carrying out the threat. The student’s permanent record will reflect the expulsion for making a threat of violence.

In those circumstances in which the school determines that the threat is likely not credible, the school will suspend the student pending further investigation. These include all cases in which the student was “just joking.” The school will notify local police of the threat and require students in this circumstance to obtain counseling, at family expense, from a Christian counselor or other professional agreeable to the school. No student will be permitted to continue enrollment in the school until the counselor advises the school that the student does not present a threat of danger, in the counselor’s opinion. The student(s) involved, who made the threat as well as those students/staff who were named in the threat, will follow a re-entry protocol. There will be on-going communication with school families throughout the process.

# DISCIPLINE

## Disciplinary Flow Chart

<b>LEVEL 1 Infraction</b>	<b>Examples</b>	<b>Consequence(s)</b>
Minor disrespect and non-compliance	Following instructions slowly or not responding to instructions Repeatedly being reminded about same minor offense – chair tilts, gum chewing, talking, etc. Missed an assigned detention	Note sent home to parents  Detention
Technology violation	Texting or allowing cell phone to ring during class	Restitution
Minor physical contact and aggression	Tripping, shoving, pushing, etc.	Community service  Counseling
Disruption	Distracting to the teaching or to the learning	
Dress code violation	Wearing hats, skirts or shorts above the kneecaps, clothing with inappropriate logos, etc.	
Truancy	Lower elementary (grades K-3) tardiness policy per quarter: 1st tardy – no consequence 2nd tardy – parents notified by teacher note 3rd tardy – parents notified by office  Upper elementary and secondary (grades 4-12) 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	
<b>LEVEL 2 Infraction (Three or more level 1 infractions)</b>	<b>Examples</b>	<b>Consequence(s)</b>
Truancy	Elementary and secondary (grades K-12) tardiness policy per quarter: 4th tardy – parent/teacher/student conference to determine next course of action; discipline measures will be appropriate to the situation as agreed upon by parents and teacher(s)	After-school Detention  Parent-Staff-Student Conference
Defiance	Disobedience, which is rebellious, which could result in an unsafe environment for staff and/or students or undermines	1-3 Day in-school or out-of-school suspension

Public displays of affection	authority of school staff authority Kissing or inappropriate touching	Probation Restitution
Fighting	Kicking, hitting, wrestling, choking, spitting, biting and exposing bodily fluids	Community service Counseling
Cheating and plagiarism	Copying someone else's work or ideas and claiming it as one's own	
Abusive language/bullying/harassment	Cursing or using discriminatory language based on race, age, gender, disabilities, ethnicity or personal matters, inappropriate use of cell phone or social media	
Theft	Stealing an item, which does not belong to oneself	
Vandalism	Destroying someone's property	
Fireworks and combustibles	Possessing a lighter, matches, fireworks or any other combustible	
Alcohol	Possessing beer, wine, hard liquor or alcohol in any other form meant for consumption	
Tobacco	Possessing tobacco in oil, chew or cigarette form or possessing an e-cigarette	
Drugs and drug paraphernalia	Possessing any type of illegal narcotic or prescription narcotic without school approval	
Weapon	Possessing any blade, fire arm or weapon on school property	
<b>LEVEL 3 Infraction</b> (Three or more level 2 infractions)	<b>Examples</b>	<b>Consequence(s)</b>
Sexual misconduct	Inappropriate touching, inappropriate use of cell phone or social media, assault	5+ Day suspension Expulsion hearing
Fighting	Kicking, hitting, wrestling, choking, spitting, biting and exposing bodily fluids, which requires medical attention	Probation
Abusive language/bullying/harassment	Continued, documented, and targeted bullying of another individual based on race, age, gender, disabilities, ethnicity or personal matters	Restitution Community service
Theft	Stealing an item, which does not belong to oneself	Involvement of law

Vandalism	Destroying someone's property	enforcement
Fireworks and combustibles	Using a lighter, matches, fireworks or any other combustible	Counseling
Alcohol	Distributing beer, wine, hard liquor or alcohol in any other form meant for consumption	
Tobacco	Distributing tobacco in oil, chew or cigarette form	
Drugs and drug paraphernalia	Distributing any type of illegal narcotic or prescription narcotic	
Weapon	Possessing with malicious intent of any blade, fire arm or weapon on school property	

All of these violations are a manifestation of a fallen world and the presence of sin in our lives. While there is a practical consequence for these behaviors, DCS desires most for students to seek forgiveness and restoration with the individual or individuals impacted by the actions and most importantly with God as they pursue holiness through the example of our Savior.

### **Detention –**

Detention is a disciplinary measure to encourage students (grades 4-12) in their daily citizenship and is used for minor offenses according to the Disciplinary Flow Chart. Students may be assigned a lunch detention or after-school detention depending on the infraction. Pre-determined teachers will administer the detentions. Lunch detentions received before lunch are served that day, while those administered after lunch are served the following day. Secondary teachers must turn in a list of students on detention to the office before 11:50 A.M., so a master list can be provided to the proctoring teacher by noon. After-school detentions will run on designated days from 3:10 – 4:00 P.M.

Students must arrive within 5 minutes or risk receiving an additional detention. Students are to sit quietly; this is neither a study hall nor a time for socializing. They are to bring their lunches, which they may eat without talking, the last 7-10 minutes of lunch detention.

A Detention Notice will be sent home with the student to notify parents of the offense and that the detention was/will be served. It is the student's responsibility to obtain the parent's signature and return the form the following day. Failure to do this may result in an additional detention.

### **Discipline Policy –**

The entire DCS program is designed to help parents in the development of the spiritual, academic, moral, physical, and social qualities of their child. We believe it is necessary to follow Scriptural admonition to correct when a student's behavior is in violation of proper or reasonable school rules and procedures. A quick one-on-one conversation is usually sufficient. However, when on-going warnings and counsel are not heeded, stronger action is required. This may be in the form of a

detention, student-parent-teacher conference, counsel with the administrator or, when all else fails, suspension and/or probation.

The Disciplinary Flow Chart will be used to create equity and consistency when determining consequences for all disciplinary infractions. It is our desire in any discipline matter to achieve restoration of broken relationships with God and people involved. The basic process follows:

- 1) For minor infractions or attitudes, the teacher counsels with the student privately.
- 2) For on-going disrespect or defiance, a parent-student-teacher conference will be scheduled.
- 3) When there is no resolve, the administrator would join the above-mentioned parties.
- 4) If problems persist, the student may 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 also 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 DCS.

### **Probation –**

On-going disciplinary infractions may result in a parent-teacher-student conference and ultimately probation assigned by the administrator according to the Disciplinary Flow Chart. Probation is a short-term period designed to bring parties together to identify certain problem areas and plan clear direction to bring about change. Specific individualized character-building projects may be assigned to deal with the area of need. In addition to the disciplinary infractions listed on the Disciplinary Flow Chart, students may receive probation for academic reasons such as failure to maintain consistent grades with the student's learning potential or exhibiting a consistent pattern of failure to complete and turn in assignments when due.

### **Search and Seizure –**

Lockers are the property of the school. Students should only store their own items within their appointed locker. If there is reasonable cause, the school retains the right to open the locker and examine the contents. Similarly, the school retains the right to search the person or confiscate a cell phone to access texts or pictures if reasonable cause exists. Each search will be discreetly performed in the presence of the student and another staff member. If unsuitable material is found, appropriate disciplinary measures will result, according to the Disciplinary Flow Chart.

## **EXTRA-CURRICULAR ACTIVITIES**

### **Band Policy –**

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 2 days to make up the missed class time for each day missed for an absence. Students must return the slip signed by a parent signifying that the make-up work was completed.

Students who forget their band instrument on band days will follow the above make-up procedures. Failure to bring their instrument to class 4 times per quarter will result in the lowering of the quarter grade by one full grade.

### **Classification and Eligibility –**

DCS competes at the 1A level with the Oregon School Activities Association ([www.OSAA.org](http://www.OSAA.org)). We participate in sports, band, drama, and other extra-curricular activities based on student participation and budget constraints. To participate in these activity, a student must maintain a cumulative 70% (2.0 GPA) or higher with no failing grades. Each Monday, the athletic office will run a grade report to identify students below a 70% mark. Those on the list will be placed on probation according to the table below. This list will be shared with staff and coaches, who will work with students to resolve poor grades. Ultimately, it is the student’s responsibility to restore and maintain their eligibility. Contact the Athletic Office to see the full policy.

### **High School and Junior High Consequences of Ineligibility Report**

<b><u>Week</u></b>	<b><u>Progression</u></b>	<b><u>Permitted to:</u></b>
One	Grace week	Practice and play in game
Two	Game probation	Practice only
Three	Practice / Game probation	Study
Four	Removed from team	

Student participants must attend the full day of school on the day of and the day immediately following any scheduled games/events unless cleared by the administrator or athletic director. One exception is if a team arrives at DCS after 1:00 A.M.; student participants are allowed to report to school at the beginning of 3rd period. Refer to the full policy for information on performance expectations and ramifications of ineligibility.

### **Drama Eligibility –**

Unlike sports where there are numerous players to fill in for a missing player and a number of games to participate in, drama is an extra-curricular activity, which has limited participants and brief time frame. Consequently, eligibility guidelines have been modified to reflect the short

duration of a production and the limited opportunities students have to recover from academic probation. Students (actors or technical assistants) whose grades are below 70% in any class can only hold a minor role in the current production being prepared for. Seniors whose grades are below 70% in any class during the spring will meet with a panel chaired by the drama teacher to discuss consequences.

### **Sport Opportunities –**

DCS high school sport offerings regular include soccer, volleyball, cross-country, basketball, and track and field, but availability is based on student participation and budget constraints. Programs for younger students are also available, and in rare cases when an elementary or junior high program is unable to field sufficient numbers for a team, opportunity will be given for younger players to play up to the next grade level (i.e. 4th graders on a 5th-6th team or 6th graders on a 7th-8th team).

### **Sportsmanship –**

DCS athletes shall abide by a code of ethics that promotes sportsmanship in all circumstances without regard to the score, opponent, time, or referee.

Likewise, as a spectator, it is important to treat others respectfully and recognize their talents. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. Such conduct may include booing, taunting, and yelling negative comments to other players or referees. A game official or school administrator (or their designee) has the authority to remove any person from the confines of an athletic contest for unsportsmanlike behavior.

## **COMMUNICATIONS AND CONTACT INFORMATION**

### **School Website –**

Damascus Christian School has a website designed to be informative and easy to navigate. Our website address is [www.dcs4you.org](http://www.dcs4you.org). We try to keep information current. Any suggestions to enhance the site are always welcome.

### **Email –**

If you would like to communicate with the school office by email, our addresses are:

- General school email: [DCS@damascuscc.org](mailto:DCS@damascuscc.org)
- School Secretary, Pam Mattecheck: [pam.mattecheck@damascuscc.org](mailto:pam.mattecheck@damascuscc.org)
- Bookkeeper, Nancy Gustafsson [nancy.gustafsson@damascuscc.org](mailto:nancy.gustafsson@damascuscc.org)
- Principal, Zachary Davidson [zach.davidson@damascuscc.org](mailto:zach.davidson@damascuscc.org)

### **Office Phone –**

If you would like to communicate with any staff member, the office phone number is (503) 658-4100.

## ParentsWeb (RenWeb) –

Our school database ([www.RenWeb.com](http://www.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, grades, and attendance on the Internet. To access ParentsWeb:

- Go to [www.renweb.com](http://www.renweb.com)
- Click on LOGINS in the upper right corner of the gray menu bar
- Choose ParentsWeb Login from the drop-down menu
- Log in as follows:
  - District Code: DCS-OR
  - User Name: (your email address provided the school during enrollment)
  - Password:
    - Click Create New ParentsWeb Account 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 again must be the same email address provided to the school).
    - Type in your password to log in.
- Click the Login button.
- To access grades, click Classes on the left menu.
- Select the class name you wish to see from the full list of classes each of your children is enrolled.
- Click on Grade Book Report, Homework Assignments, etc. from the top menu. Please note that grades may not be entered daily.
- 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!