

DP Christian School

Student Handbook



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CONTACT INFORMATION

ADDRESS:

DP Christian School
27100 Girard St.
Hemet, California 92544

PHONE:

(951) 599-9011

TEXT:

(951) 599-9011

EMAIL:

Info@DPCSKids.com

WEBSITE:

www.DPCSKids.com

CONTACTING STUDENTS DURING THE SCHOOL DAY:

In case of an emergency, the school office is here to assist you in reaching your child.

- Emergency and non-emergency student messages may be left with the school office at (951) 599-9011.
- Please communicate with your child regarding appointment and pickup times when necessary before they leave for school in the morning.
- All students must be signed out and picked up at the school office during school hours.
- Cell phones brought to school can only be used at approved times as specified by their teacher or after 3:00 p.m. At all other times, the phones must be off and stored in the specified area. Any breach of this rule will result in a no-phone policy for your student.

CONTACTING STAFF, FACULTY, AND ADMINISTRATION:

- All staff members, including teachers, can be contacted via the school office: (951) 599-9011.
- Staff and faculty members, and administrators are not always available to answer and return phone calls during instructional time.

GENERAL INFORMATION

HOURS / EXTENDED CARE

SCHOOL HOURS: Monday – Friday's: 8:00 a.m. – 3:00 p.m.

EXTENDED CARE: Monday – Friday's: 3:15 – 5:30 p.m.

Students at DPCS are to arrive no earlier than 7:20 am.

All students are supervised on the playground (weather permitting) or in the Student Center (Kid's Church) from 7:30 am – 7:55 a.m.

BELL SCHEDULE

- Monday – Friday school begins at 8:00 a.m.
- Parents who arrive after the gate is locked must check their gate in to the walk-up gate by the main sanctuary. Students are considered tardy after 8:00 a.m.

OBSERVED BY THE SCHOOL DAILY

American Flag

"I pledge allegiance to the flag, of the United States of America, and to the republic for which it stands, one nation, under God, indivisible with liberty and justice for all."

Christian Flag

"I pledge allegiance to the Christian Flag and to the Savior for whose Kingdom it stands. One Savior, crucified, risen, and coming again, with life and liberty for all who believe."

Pledge to the Bible

"I pledge allegiance to the Bible, God's Holy Word. I will make it a lamp unto my feet and a light unto my path; I will hide its words in my heart that I might not sin against God."

PARENTAL COMMITMENT

We believe that God has given parents the responsibility to discipline and instruct their children. They are to train them diligently in God's truth. (Proverbs 19:18; 22:6, 29:15-17; Col 3:20; Heb. 12:6). By enrolling students in DPCS, parents agree to the education methods utilized in the classroom.

It is recognized that parents may have a misunderstanding or concern regarding their child's education in a school setting. Parents must agree that they will discuss it immediately and privately with Administration if they have a concern. All formal conferences regarding academic or behavioral issues will be scheduled as necessary by Administration. Adhering to this guideline greatly reduces the spread of rumors and misinformation, which is often hurtful and leads to the tearing down of individuals and the school's good name.

The role of the parent is significant and cannot be filled by the Teachers or by Administration. The administration expects our school parents to commit to the following (*for a more exhausted list, please refer to the parental agreement*):

1. Pray regularly and fervently for DP Christian School.
2. Cooperate fully with the educational functions of DP Christian School.
3. Actively support the school by attending school functions.
4. Faithfully read the school's newsletters and flyers, which are sent home.
5. Pay financial obligations on time.
6. Undertake volunteer duties.
7. Recommend the school to other families as opportunities open.
8. Seek to resolve any dissatisfaction with the school as soon as possible.
9. Seek the advancement of the school in every area, spiritually, academically, and physically.
10. Support the school by participating in fundraisers.

EXTENDED CARE PROCEDURES, GUIDELINES, AND INFORMATION:

For parents who need morning and after school care for their child: DPCS provides on-campus supervision. Our extended care team consists of employees who are interviewed, screened, and hired by the DPCS Administration.

The students, under the supervision of a DPCS staff member, will enjoy a variety of activities. Fees for extended care are \$13 per day used. Extended care hours are billed monthly through the office and sent home as an invoice or added to the online tuition bill.

- All students who are not picked up 15 minutes after dismissal will be checked into extended care.
- Invoices for Extended Care will be sent home at the end of each month or added to your monthly tuition payment.
- Students who are not picked up by 5:30 pm will be charged \$2 per minute. If no contact can be made with parents at 5:30 pm, the school will begin to call the emergency contact list. If no contact can be made the school will call the authorities.
- Please make sure your student has enough snacks if they are staying in after school care.

ADMISSIONS

DP Christian School intends to provide the best training that can be given through classroom instruction. In keeping with this, the following admission policy has been established:

K4 (Transitional Kindergarten) children should be four years old by September 4, 2020.
Kindergarten children should be five years old by September 4, 2020.

Regular attendance in a local church is strongly encouraged of all students and parents. One of our primary objectives is to lead students and their families into a personal and life-changing belief in Jesus Christ and an ever-growing relationship with Him.

All new students to DP Christian School may be given a placement test to determine the appropriate grade level. The school reserves the right to recommend a different grade level than that applied for if the test scores indicate.

Because it is a privilege to attend DP Christian School, we insist that students be open to spiritual ideals and desire knowledge of Jesus Christ. Parental support must be demonstrated by encouraging the school's spiritual goals and values and supporting all the policies and procedures as outlined in this handbook. Any student or parent that has contempt for the Christian way of life will be excluded from admission.

The school admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. We do not discriminate based on race, color, national or ethnic origin in the administration of our educational policies, athletic and other school-administered programs.

REGISTRATION, ENROLLMENT, AND TUITION

Health and immunization records and an application packet must be completed and submitted to the school office. The application and enrollment fees must be paid to reserve the applicant's position on the DP Christian School class roster.

An interview with the administration may be necessary for applicants. One parent or guardian must be present for the interview along with the student.

Final acceptance is subject to a review of academic files, financial clearance from previous schools, and completion of all required forms and examinations. The administration reserves the right to terminate the enrollment process at any time with a notification of the decision in writing.

Should administration receive the student's records and they find that the records, either academic or disciplinary, are contrary to what was presented with the enrollment application, the school administration reserves the right to terminate the student's status at DP Christian School with a prorated refund on tuition that has been paid forward only.

Reenrollment to DPCS is based on space available in classes as well as student grades. Any student who has not maintained a 'C' average or above may be grounds for the waitlist.

Tuition is a set price per year. Payment plans are available for parents who do not or cannot pay in full. This payment plan is typically a 10-month plan that is due the 15th of every month. Invoices must be paid within seven days of the 15th, or a \$35 late fee will be assessed per invoice. Accounts that are overdue for more than one month, without arrangements from the school office, are subject to the cancellation and withdrawal of their students from DPCS. Overdue tuition accounts may not add supplemental charges to their account, such as hot lunches, field trips, etc. until their account is paid up to date.

TRANSCRIPTS AND RECORDS

A student must have a "request for transcript" form filled out by their parent or guardian before their enrollment application is accepted. If transcripts are not sent to the school office within two weeks of the start of school date, the student may be put on school hold until their transcripts can be transferred. The school will send the request, but it is up to the parent to be sure that such records are provided. All students are required to provide proof of their Social Security card and birth certificate. All records must be kept in the child's legal name. A request for records or transcripts can only be sent to a requesting school. Any request for records from a parent or guardian can only be copies of student grades, test, or other grade related documents.

ACCURACY OF EMERGENCY INFORMATION & ADDRESS ON STUDENT RECORDS

It is vital that the information on your child's school emergency records be accurate and up to date. Please notify the school office of any changes in address, phone numbers (cell, home, and work), doctors, medical insurance, or persons to call in an emergency. We must have the name of someone who is available to pick up your student in your absence.

CAMPUS, FACILITIES, LOCKS & LOCKERS

The administration retains control over lockers, buildings, parking lots, and grounds and has the right to search them without warrant. All persons entering the school site may be subject to a personal search to ensure the safety of our campus.

Assigned lockers remain the property of DP Christian School and are on loan to students. Each student will be financially responsible for the care of his/her assigned locker and its contents. The school accepts no liability for lost or stolen items.

CLASSROOM AND CAMPUS POLICIES

CAMPUS VISIT POLICY:

It is the desire of DPCS staff to be available to parents.

- Parents are welcome to visit the school, but appointments are preferred.
- All visitors (including parents) are required to sign in at the office.
- Any issues that need to be discussed with your child's teacher require an appointment.
- Parents who need an appointment with the teacher may do so by contacting the teacher or the school office.

PARENT / TEACHER CONFERENCES:

DPCS believes a successful education involves the partnership of the student, teacher, and parent. Parents are encouraged to set up times to conference with their child's teacher, aside from the regularly scheduled conferences, to facilitate a strong level of communication as is necessary.

- **Parent / Teacher Conferences Day – Fall / Spring:** See school calendar for dates. Your child’s teacher will inform you of the days and times they are available for conferences. The teacher and parent will agree upon the time.
- **Before and After School Conferences:** Because many parents work, parents may need to arrange their conference time before or after school. The teacher will have these times available for you also at that time.

BIRTHDAYS

Birthdays are always a fun celebration; DPCS asks that you do not arrange for party items and food items without notifying the teacher at **least 1 week in advance**. Due to food allergies, hot lunches, and academic schedules celebrations must be worked out prior. A teacher may decline the offer to a celebration in class. We ask that siblings and parents do not stay for class parties. Please note the following: (1) be sure to include napkins and other supplies needed for all classmates to enjoy. (2) Party invitations may only be passed out at school if everyone in the class is invited.

CLASSROOM VISITATIONS

For the safety of our students, all visitors must check-in with the office before going on campus. Lunches and other items must be dropped off in the office to avoid classroom disruption.

FOOD SERVICES

Lunchtimes and snack times are scheduled so that students will have the opportunity to replenish their bodies with nutritional food.

Each student is required to bring a lunch from home or may purchase a hot lunch through the school prior to a lunch day. The hot lunch order form will be sent home before the beginning of each month with the day’s hot lunch available and the food available on those days. The order form and payment must be returned to the teacher or school office by the due date.

LUNCH AND SNACK TIME ETIQUETTE:

- All food items should be consumed at the designated eating areas during lunch or recess under the supervision of the campus supervisor or other staff members.
- Please remain seated while you enjoy your lunch!
- Due to allergies and other parent specifications, there are to be **NO** trading lunch items with your friends. Please enjoy your own lunch.
- You may use the restroom after being given permission by the supervisor on duty.
- Keep your hands off of others.
- Please clean your area and wait for permission to be dismissed to play.

SNACK SHACK:

The DPCS Snack Shack will be available on designated days only. The Snack Shack is for students to enjoy after they have eaten lunch. Please make sure your student has brought a healthy snack and lunch before they purchase items from the Snack Shack. There are no I.O.U.’s or billing for Snack Shack. It is up to the student to keep track of any money they have brought. DPCS assumes no responsibility for money lost.

ACADEMICS

Our curriculum is designed to prepare our students for the next level. We strive to teach all subjects with a Christian worldview and to help each student develop a solid foundation of a Christian worldview that they will expand and refine throughout their life.

ACADEMIC STANDARDS

The administration is available for counsel to discuss suggestions for better study habits, information about the evaluation of testing, and other grading matters.

Students must maintain at least a 'C' average for all subjects. If quarter grades fall below this level, an evaluation will be made as to whether it is due to not understanding the subject matter or simply not wanting to participate in learning. Those who can not maintain the grade level will be assessed as to moving to a different grade or if due to behavior will be assessed as to continuing enrollment at DP Christian School.

The school is committed to fostering high standards of personal conduct in all matters. By fostering these standards, our students will be better prepared for life. Therefore, DP Christian School will not tolerate any instances of academic dishonesty. Any student found guilty of cheating will be given a grade of zero on the work and receive a Discipline Notice. Continued instances of cheating may result in suspension or expulsion. Copying information from another paper, book, article, internet, or any work that is not the student's constitutes as cheating unless it is noted on the work where the information was copied. Any work that is found to be plagiarism will be considered a 'F' for their grade.

ACADEMIC PROBATION

A student that receives two or more "F's" during any grading quarter will be placed on Academic Probation for a period of four (4) weeks. The probation period will commence on the date of the report. At the end of the four-week period, a mandatory conference will be held between the student, parents/guardians, and teacher to determine the academic progress since the report card date.

TEXTBOOKS

All textbooks are the property of DP Christian School. Students are responsible for the textbooks assigned to them. Should any damage or loss occur, parents are financially responsible for replacement books.

HOMEWORK

Homework is defined as any assignment not completed during class time and supplemental assignments given by the teacher. Homework time, on a regular basis, should not exceed the time allotment indicated below.

Kindergarten	30 minutes (plus reading practice)
1 st – 3 rd	45 minutes
4 th – 5 th	60 minutes
6 th – 10 th	90-120 minutes

Parents should ask for a meeting with the teacher to discuss this issue if homework time continues longer than indicated above for more than a two-week period. The exceptions to this rule would be if the student has excessive absences and must complete all missed assignments due to the absence or the student has not completed prior assignments.

The following suggestions can help the children make the best use of homework time:

1. Set a definite time and place for study where:
 - a. A quiet atmosphere of study prevails.
 - b. Distractions such as television or music should not be allowed to interfere with the study time.
2. Give encouragement, but do not complete the assignment for your student.
3. Follow the teaching methods used in school. If you are unsure how a concept is taught, contact the teacher.
4. Confer with the teacher as to the areas where your child needs additional help.

YEARLY TESTING (SAT) 1st -10th Grades

Testing fees are included in the paid enrollment fee. For a report to be generated, the student must complete every section of the testing. The scoring company cannot produce a report on a student that does not complete all the testing sessions. Parents and students will be notified as to the week that testing is scheduled to help ensure they are in attendance.

GRADES

GRADING SCALE FOR ACADEMIC SUBJECTS, HONOR ROLL, AND 1ST & 2ND HONOR ROLL

Each student's progress, academically and behaviorally, will be reported to the parents through emails, phone calls, parent/teacher conferences, and progress reports and report cards. Progress reports and report cards will be placed in a sealed envelope and sent home with the student.

The following grading scale will be used for students:

Letter Grade	Percentage Range	Description
A+	98 – 100%	Excellent Work; well above basic
A	93 – 97%	Expectations
A-	90 – 92%	Above average work
B+	88 – 89%	Above basic requirements
B	83 – 87%	Average work
B-	80 – 82%	Meeting Basic Requirements
C+	78 – 79%	Below average work, But still making basic attempts
C	73 – 77%	Failure to meet requirements
C-	70 – 72%	
D+	68 – 69%	
D	63 – 67%	
D-	60 – 62%	
F	0 – 59%	
1 st Honor Roll: 95% and higher	2 nd Honor Roll: 89-94%	

CITIZENSHIP GRADE

Citizenship grades are based upon the following criteria, each of which is observable during the grading period. Citizenship grades are also cumulative throughout the semester. Students are expected to be striving to be Christ-like by exhibiting the following:

HONESTY

- Some work is collaborative (group work), but most, especially quizzes and tests, are not. There is no tolerance for cheating, copying others, plagiarizing sources, etc., and severe penalties may result, including a U grade in citizenship.

RESPONSIBLE

- Bring supplies regularly, complete and submit assignments when due, always have textbooks cared for, request and complete work missed during absences, put full name on all assignments, utilize class time wisely, be organized and neat (notebook, desk, backpack, etc.)

RESPECTFUL

- Behave in a manner conducive to the learning environment, follow all the Rules within the class, be polite and courteous to the teacher and classmates, and be friendly and helpful.

RELIABLE

- Be on time and attend regularly, makeup work missed during absences, complete all work.

E Excellent

- S Satisfactory
- U Unsatisfactory

Conduct Grades are based on student's performance concerning following school and classroom rules. Classroom Conduct Codes include monitoring of students:

- Ability to work independently with minimal supervision
- Completing work neatly
- Turning in assignments by due dates
- Proper utilization of class time to work on assignments
- Attitude and effort in completing assignments
- Respect to classmates and teachers
- Keeping schoolwork and desk organized
- Following the teacher's instructions

School Rules Conduct Codes include monitoring students

- Attendance Record for unexcused absences
- Tardies
- Dress Code Violations
- Respect to other students in school and staff members
- Honoring school rules

REPORT CARDS

Report Cards are written letter-grade evaluations of a student's actual performance in each subject at the end of a quarter. Although the student's attitude and study habits are not directly included in the academic grade, they are given an evaluation through a conduct grade. Report Cards will be placed in a sealed envelope and sent home with the students.

HONOR ROLL

"A" Honor Roll: Students must earn a GPA of 3.6 – 4.0 at the end of each quarter. These students will receive a trophy and recognition at the Graduation and Awards at the end of the school year.

"B" Honor Roll: Students must earn a GPA of 3.0 – 3.59 at the end of each quarter. These students will receive a reward and recognition at the Graduation and Awards at the end of the school year.

RULES

It is not possible to make a rule for every situation. Students are expected to behave themselves in a manner consistent with the spirit of what DPCS, as a Christian school, hopes to accomplish. All school rules are in effect during the school day, extended care, and at all school activities, either on or off-campus. These rules apply to all our students.

STUDENT CONDUCT

Students at DP Christian School are expected to display positive Christian character traits. Every effort is made to guide the Christian student to live each day in such a manner as to manifest both his love for and faith in the Lord Jesus Christ.

The purpose of rules and regulations is to make it possible for many people to engage in activity without confusion and to protect the rights and property of individuals. They also serve as an aid in providing an atmosphere for mutual respect and dignity.

Students, by their enrollment, agree to live within the framework of the school's standards of conduct. It is our basic philosophy to involve the parents of our students when there is a continued difficulty at school or related activities. We feel that a conference with the parents, the student, and the teacher is very helpful in resolving the difficulty that is being experienced. Consistent support of the teacher and administration, both publicly and in private, is greatly appreciated and is of major importance in our

work of teaching and training young people. We do not expect parents to solve problems alone, and we trust that they will extend the same consideration.

GENERAL RULES

Students Are Expected To:

1. Show reverence for God and the Bible
2. Respect and obey all teachers, aides, staff members, and others in authority. This includes courteous speech (no profanities) and prompt and cheerful obedience.
3. Show respect for the rights of others.
4. Obey all classroom rules as set down by the individual teacher. These will be shared with the student at the opening of school.
5. Respect and take care of all school and church property.
6. Have all personal property clearly labeled.
7. Be orderly and quiet in lines. This includes lines before and after playtime and lines at drinking fountains and the bathrooms.
8. Be within assigned school boundaries always.
9. Always use equipment properly. This includes classroom materials as well as playground and PE equipment. Everything must be used for the purpose for which it was intended and with care and thoughtfulness.
10. Acquire written permission from the teacher first if a student desires to bring possessions from home (i.e., toys, pets, cameras, games, magazines, etc.). These items cannot be taken out to Recess or Lunch. The student assumes all responsibility for items brought from home. The school cannot assume responsibility for items lost, stolen, or damaged.
11. Display positive Christian character behavior consistent with the Spirit of the school's standards.

Students Are Not Permitted To:

1. Harass or make fun of others, use profanity or vulgarity.
2. Be in a classroom without a teacher present.
3. Be inside buildings without teacher supervision.
4. Enter the church kitchen or café without supervision.
5. Play in or near the classrooms.
6. Chew gum on school grounds before, during, and after school or at any school-sponsored activity.
7. Throw rocks or wood chips.
8. Deface or vandalize school or church property, i.e., unrolling bathroom tissue rolls, throwing wet tissue on walls, flooding or stopping up commodes or standing on commodes, etc. A child found intentionally doing so would receive correction and/or suspension. Depending on the age, the child may also receive bathroom cleanup duty after school to take care of the damage. Parents must pay for any damage resulting from the irresponsible behavior of their child toward school, church, or another student's property.
9. Climb any fencing on or surrounding the school and church property.
10. Climb on or around any building or roof on the school and church property.

PLAYGROUND RULES

Common sense is the key to playground safety. Students are not to engage in an activity, which is unsafe or potentially dangerous to themselves or others.

Students Are Not Permitted To:

1. Throw wood chips, rocks, sand, dirt, etc.
2. Play in any other area other than designated for that recess.
3. Recklessly chase one another.

4. Participate in rough body contact, even in “fun.” This includes rough games, play wrestling or fighting, hitting, pinching, etc.
5. Play in/on the playground without appropriate shoe wear. (i.e., no open-toe, sandals, etc.)
6. Leave the assigned playground boundaries without first receiving verbal permission directly from the playground supervisor. Permission is needed for bathroom use, office visits, and retrieval of balls outside playground boundaries.

TELEPHONE & ELECTRONIC DEVICE USE

Students must get permission from the school staff before calling home. Students are not allowed to call for permission to go home with another student, to stay late after school, etc. Permission for these privileges should have been made with their parents before leaving for school. The school office, the child’s teacher or staff, must make all calls regarding a student who becomes ill at school.

Cell phones must be turned off and kept in the student’s backpack or purse; they should not be visible. They may be used only in the event of an emergency as authorized by staff. Unauthorized use will result in the phone being confiscated and turned into the school office. A parent will be required to pick up the cell phone from the office.

Tablets, iPods & iPads may be used for classwork with the approval of the teacher and are not allowed during recess, lunch, or passing periods. When not in use, students should lock them in their locker. DPCS accepts no responsibility for the loss or damage of these devices.

ATTENDANCE

Attending school is a state law. Even though the student is enrolled in a private school, DPCS is required by law to track attendance and ensure that students are attending school in accordance with the laws in the State of California. DP Christian School is obligated to notify the school district in the event of excessive absences. Attendance to class is imperative for the academic success of the student.

Regular and punctual attendance is essential for student success at DP Christian School. Students must “**attend class**” a minimum of four (4) hours each regularly scheduled school day to be deemed present for that day. For this reason, DPCS maintains a high standard for attendance to ensure the quality of education. If a student is absent, Parent / Guardians are encouraged to call the office on the day the student is absent and request all assignments for that day.

Students with an unexcused absence will not be given the opportunity to make up any work, quiz, or test that is missed.

EXCESSIVE ABSENCES:

“Excessive Absences” is defined as absences that exceed five days in any given quarter, for all reasons. This represents approximately 10% of the quarter and is considered the “Absence Cap.” If a student is absent from school for more than five days in any given trimester, a letter will be sent to the parent/guardian, and a *mandatory meeting will be scheduled to discuss the attendance issue. The school will ask for immediate solutions to ensure that the student’s absences cease to transpire. If, after the meeting, the student’s absences continue, a secondary mandatory meeting will be scheduled to discuss the student’s future at DP Christian School.

Excessive “unexcused absences” is defined as three days in a given quarter. If such an event occurs, a letter will be sent to the parent/guardian. A *mandatory meeting will be scheduled to discuss the attendance issue. The school will ask for immediate solutions to ensure that the student’s unexcused absences cease to transpire. If after the meeting the student’s absences reach the 10% “Absent,” Cap,” a second mandatory meeting will be scheduled to discuss the student’s future at DP Christian School.

ABSENCE NOTE:

If a student is absent from school on any scheduled school day (for any reason), a **WRITTEN** Absence Note, signed by the parent/guardian and/or documentation from a doctor is required for the student to be admitted back to class. The written note will become part of the student's school file. The provided documentation will determine whether the absence will be deemed excused or unexcused. If such documentation is not received on the first day, the school office will send an "Absence Note" home for the parent/guardian to sign. The parent/guardian must complete and sign the note and return it to the school office **within two school days**. If the school office does not receive the required documentation within two school days from the date the student returns to school, the absence will be permanently deemed as an **UNEXCUSED ABSENCE**. The school will not reverse school records after the 2nd day.

EXCUSED ABSENCE:

The following are considered Excused Absences:

1. **Student's illness or injury.**

Parents should not bring a student to school if the student is feeling ill in the morning and/or it is not likely that the student will be able to attend the class for the entire day.

If a student arrives late to school before 10:15 a.m. due to "Illness in the Morning," the student will be considered "TARDY UNEXCUSED."

Students that arrive at school after 10:15 a.m. due to "Illness in the Morning" will be granted an "EXCUSED ABSENCE" provided the parent writes a note so the student can be admitted to class. "Illness in the Morning" will be recognized as an excused absence **only two times in any trimester**.

Any illness or injury where the student is out of school for more than three (3) days may require a doctor's note for the student to return to school for an excused absence. Failure to provide such documentation will result in an Unexcused Absence for each day after the third day.

A student with a fever more than 99 degrees should not be brought to school. This is to eliminate the possibility of exposing other students and school staff. If a student stays home with a fever, the student must not be returned to school until the fever has diminished for a minimum of 24 hours. Students that return to school after an absence with a fever may be required to have their temperature checked by a school staff member before the student is permitted to return to class.

2. **Student's medical appointments (i.e., doctor, dentist, or therapist).**

Time out of class does affect a student's ability to fully understand a lesson that is taught when the student is not in class for the lesson. For this reason, the school encourages appointments to be scheduled **early** in the morning or **late** in the afternoon. Depending on the appointment time and location, students are expected to come to school before and/or after an appointment.

To meet the 4-hour class time requirement, students need to check into the school office before 10:15 a.m. or check out of school after 12:45 p.m.

Documentation from the doctor is required for any appointment attended during a scheduled school day. A note from the doctor must have the student's name, as well as the date and time of appointment. Required documentation from the doctor must include **all** the appointment information and must be on the doctor's stationary.

Failure to provide the school office with all the required documentation as outlined will result in the absence being deemed as “UNEXCUSED.”

EXCUSED ABSENCE

Parent/Guardians are encouraged to call the office on the day of the student’s absence and request all assignments for that day. It is the responsibility of the parent to ensure that all assignments are completed by the student and turned in to the teacher for grading. Failure to make up the work for an excused absence will result in a zero for the assignment(s). Work can not be picked up during the school day, but can be arranged to be picked up after school ends. This gives enough time for the teacher to gather the necessary work.

UNEXCUSED ABSENCE

Parents/guardians are encouraged to call the office on the day of the student’s absence and request all assignments for that day. It is the responsibility of the parent/guardian to ensure that all assignments are completed by the student and turned in to the teacher for grading. Makeup assignments not turned into the teacher will be considered late assignments, and the assignments will be given a grade of zero (“0”). Because the absence is unexcused, the assignments may be considered late and graded accordingly.

Recurrent unexcused absences will result in the reduction of the student’s conduct grade. More than two unexcused absences will lower the student’s conduct code to “S” (satisfactory). More than seven unexcused absences will lower the student’s conduct code to “U” (unsatisfactory).

TARDY POLICY

The class begins at 8:00 a.m. Pledges will begin, and gates will be closed. If a student arrives on campus after 8:00 a.m., the student must enter school through the gate by the main church sanctuary.

Students that arrive at school after 10:15 a.m. will be considered absent for the day due to the school’s four-hour minimum requirement.

TARDY-EXCUSED

The office will grant an excused tardy for the following reason:

- 1. Car Trouble**
Car trouble is described as a dead battery, flat tire, or mechanical failure.
(Car trouble will be recognized as an excused tardy only two times in any quarter.)
- 2. Student’s Medical Appointments (i.e., doctor/dentist).**
If a student arrives at school after 8:00 a.m. due to a medical/dental appointment, a note from the doctor/dentist (on stationary) stating the patient’s name, the date of the appointment, the time of the appointment, and the time the appointment ended, will be required to receive an excused tardy. Failure to provide this information to the school office will result in an UNEXCUSED TARDY.

“Medical Appointments” will be recognized as an excused tardy only three times in any quarter unless other arrangements are made with the office.

If a student arrives late to school **before 10:15 a.m.** due to “Illness in the Morning,” the student will be considered “**TARDY UNEXCUSED.**”

ASSIGNMENTS FOR TARDY EXCUSED

When a student is tardy for an excused reason, the tardy status will not affect the student’s recorded grade for assignments due on the morning of the excused tardy.

TARDY-UNEXCUSED

If a student arrives late to school for any reason other than the two reasons listed as Tardy Excused, the student's tardy will be deemed **UNEXCUSED**.

If a student is tardy because of lost keys, no gas in the vehicle, heavy traffic, road construction, or obstruction of traffic flow due to a traffic accident, the tardy will be deemed as UNEXCUSED.

Students that arrive late to school due to another family member's illness, medical appointments, or other business will be deemed **TARDY UNEXCUSED**.

Recurrent unexcused tardies will result in the reduction of the student's conduct grade. More than two unexcused tardies will lower the student's conduct code to "S" (satisfactory). Four or more unexcused tardies will lower the student's conduct code to "U" (unsatisfactory).

EARLY DISMISSAL

DPCS is a closed campus. Under no circumstances may a student leave campus without checking-out through the school office. Any parent, legal guardian, or legally authorized adult picking up a student early from school **must** report to the office and sign the student out of school.

If a student gets sick while at school, the parent will be contacted to **IMMEDIATELY** pick the student up from school. If the parent cannot be contacted or does not respond to a call from the school within 15 minutes, the school will contact one of the individuals listed on the emergency information to pick the student up from school. Ill students must be picked up from school within 1 hour from the time of the notification.

If a student has met the 4-hour minimum attendance requirement and is dismissed early from class for medical or illness related reasons, the time out of class will be deemed as **Excused Early Dismissal**. Students will be granted three (3) Excused Early Dismissals per quarter. The fourth and each subsequent Early Dismissal will be deemed an Unexcused Early Dismissal.

If a student has met the 4-hour minimum attendance requirement and is dismissed early from class for non-medical or non-illness related reasons, the time out of class will be deemed as **Unexcused Early Dismissal**.

DISCIPLINARY

DISCIPLINARY PROCEDURES

Students are always expected to behave themselves appropriately. This includes showing respect to all rules, property, fellow students, and those in authority. Students who choose to misbehave are dealt with in accordance with Biblical principles to help them learn the self-control that God intends Christians to have.

Violation of any of the school rules may result in some form of disciplinary action. Disciplinary action may vary due to the circumstances and will be made at the discretion of the Principal. The choice of action to be taken by the Principal will consider many factors, including the teacher's input, depending on the nature of the offense, the age of the student, and other factors. Parents are informed of any major disciplinary problems that arise.

Disciplinary procedures include, but are not limited to, the following:

1. Counseling from God's Word
2. Restriction of privileges
3. Detention (academic, not labor)
4. Referral to Principal

5. Individualized Student Contract
6. Probation
7. Suspension
8. Expulsion

However, any of these actions will result in a referral to the Principal and serious disciplinary action:

1. A critical, negative, uncooperative, or defiant attitude toward anyone in authority.
2. Use or possession of drugs or tobacco in any form.
3. Vandalism
4. Fighting
5. Bullying
6. Repeated refusal to do assigned classwork or homework
7. Excessive office referrals due to misbehavior or unwillingness to make requested changes
8. Truancy (includes excessive tardiness or ditching)

PROBATION

A student placed on disciplinary probation is given a specified period in which to demonstrate improvement of their attitude and/or behavior. At the end of this time, the student is assessed and is either taken off probation or referred for further disciplinary action.

SUSPENSION

A suspension from school normally lasts for one to three days. A grade of zero may be assigned to all work missed because of suspension. Suspension may be either in-school suspension or out-of-school suspension. Disciplinary action may vary due to the circumstances and will be made at the discretion of the Principal.

CONFLICTS AND CONCERNS

We believe that God has given the parents the responsibility to instruct and discipline their children. They are to train them diligently in God's truth. (Proverbs 19:18, 22:6, 29:15-17; Colossians 3:20; Hebrews 12:6.) By enrolling students in DPCS, parents agree to the education methods that will be utilized in the classroom.

The role of the parent is significant and cannot be filled by the teachers or administration. The administration expects our school parents to commit to the following:

- Pray regularly and fervently for DP Christian School.
- Cooperate fully with the education functions of DP Christian School.
- Actively support the school by attending school functions.
- Faithfully read the school's newsletters and flyers, which are sent home.
- Pay financial obligations on time.
- Undertake volunteer duties.
- Support the school by participating in fundraisers.
- Recommend the school to other families as opportunities arise.
- Seek the advancement of the school in every area; spiritually, academically, and physically.
- Seek to resolve dissatisfaction with the school as soon as possible.

RESOLVING CONCERNS AND CONFLICTS:

It is recognized that in a school setting, parents may have a misunderstanding or concern regarding their child's education. Parents must agree if they have a concern, they will take responsibility for resolving their conflict, in accordance with Matthew 18. To this end, parents and students are encouraged to abide by the following guidelines:

- Begin by praying. Ask God to help you express your concerns in such a way that it will result in the betterment of the school for your student as well as others.
- If a parent or student has a concern about a specific faculty or staff member, it is recommended that the parent or student directly contact the respective party and initiate communication.
- If the issue is not resolved to the satisfaction of the parent or student, it is then recommended that the parent and student request that the administration become involved.
- If the issue continues to remain unresolved, the school principal or vice-principal may be contacted. Please note: The principal or vice-principal should be contacted only as a final measure.

HEALTH AND MEDICAL

HEALTH SERVICES

In accordance with California State Laws, all students that enter DP Christian School must present an immunization card to the office before they can be admitted, and all required immunizations and examinations must be current.

According to California State Law, every child entering Transitional Kindergarten (K4), Kindergarten (K5), or 7th grade must have all the required immunizations. PBE's filed on or before 2015 are **invalid** for children first entering Kindergarten or 7th grade.

Children with a valid personal beliefs exemption filed before 2016 who enter a new grade span will have to meet all age-appropriate immunization requirements for admission into primary or secondary school, K – 12th, (see www.shotsforschool.org/k-12) or be enrolled in an independent study program and do not receive classroom-based instruction or in a home-based private school.

INJURIES / INSURANCE

The school has an important obligation to see that all major injuries or conditions that affect the student while at school are taken care of quickly, efficiently, and effectively. For this reason, the school has included in its 'enrollment packet' a form for consent for medical treatment of a minor. This form grants authorization for DP Christian School to give this vital information to emergency technicians if a 911 call is deemed necessary. The insurance information provided on the consent form will be used by the hospital/emergency technicians for billing of medical services.

In case of minor accident or injury occurs at school, school personnel will complete a report. The report will be sent to the office, and the staff will determine the extent of the injury and will apply First Aid as needed. The report will be sent to the parent/guardian; usually the same day the accident occurs. A copy of the report will be retained in the student's file for permanent record.

If it is determined that the extent of the injury requires more medical attention than First Aid but not serious enough to call 911, the school office will contact the parent/guardian or a person listed on the Emergency Card to come and pick the child up from school immediately.

HEALTH AND SAFETY

DP Christian School is committed to providing a strong Christ-centered instructional program. Students admitted to DPCS shall be protected from influences negatively affecting their well being and educational progress. Children with contagious diseases must be kept home until no evidence of the disease exists. Students with a fever will be sent home.

ACCIDENT OR ILLNESS

In case of an accident or illness, your child will be sent to the school office and, if deemed necessary, you will be notified to pick him/her up. Students with a temperature of over 99 degrees may not attend

school. **They may return to school 24 hours after they no longer have flu symptoms, such as vomiting or fever, without the use of fever-reducing medications, such as Ibuprofen (Motrin, Advil), Acetaminophen (Tylenol), etc.** Students should stay home even if they are using antiviral drugs. Students with pink eye need to be on prescription medication for 24 hours before returning to school. If your child is absent for five or more days, he/she will need a doctor's permission to return to school. In addition, the school reserves the right to ask for a doctor's permission if, in the judgment of the administration, the child is not well enough to be in school.

Please do not send your child to school if he has a cold or any other physical condition that would require him to be kept inside during noon and recess periods. If your child has a temperature, a parent or emergency person will be called. Please have your child picked up as soon as possible. The school office will document serious injury accidents, which require parent follow-up or medical attention.

HEAD LICE

There may be an outbreak of head lice at school. Please be assured that head lice are not a sign of ill health or dirty grooming habits, but a very contagious pestilence acquired by encountering someone else who has it, using headgear or utensils of the person. If you find that your child has lice, please contact the school immediately. If it is determined by the school that your child has lice, we will notify you to come to pick up that child. You will need to use a special shampoo (NIXX is very effective) and follow special instructions for fumigating your home.

MEDICATION ADMINISTRATION

The following regulations will be observed regarding giving medication to students:

1. Any medication to be taken by a student on school grounds must be administered by the school personnel or a parent.
2. School personnel may administer prescription medication to a student only upon the written request of a physician, not the parent. All medication must be in a prescription container, properly labeled with the student's name, dosage and time of administration, name of the physician, and the name of the pharmacy. All prescriptions must be immediately turned into the office or school personnel upon the arrival of the student with a written request from the parent.
3. **Never send medication of any sort in a student's lunch or backpack.** Even aspirin in incorrect dosages can be lethal to any child finding lost medication.
4. You may send written permission for a child to take "Over the Counter" medication (that you provide) at school under official supervision.

PERSONAL HYGIENE

Hygiene is important. DP Christian School families are to be mindful of and committed to personal cleanliness. Clean school uniforms, underclothes, and socks are to be worn each day. In addition, **brushing teeth, bathing, washing of hair, combing hair, and cleaning fingernails are basics that are to be completed each day before coming to school.** Students in third grade and up should wear deodorant each day.

DPCS SCHOOL DRESS CODE

DP Christian School desires our student's appearance to display modesty, professionalism, and respect for themselves and others. The following dress code rules and guidelines are established to foster an environment of learning and respect in alignment with Biblical principles.

GIRLS

SHIRTS/BLOUSES

- Shirts/blouses should not be too tight, revealing, or overly baggy. Tops should be fitting across the chest and show no cleavage or midriff, including when leaning over or raising the arms.
- Sleeveless shirts are allowed, but no spaghetti straps, halter tops, or tube tops. Bra straps and bra sides must not be visible.
- Plain T-shirts with appropriate graphic designs.
- DP Christian School shirts or sweatshirts may be worn.
- Undergarments should not be visible. Shirts/blouses may not be sheer or have an open back.

PANTS/CAPRIS/SHORTS

- Pants/capris/shorts must be neat, modest, and appropriate.
- Leggings or jeggings as pants are permitted if they are not too tight. A good rule of thumb is if your underwear line is visible on the pants, they are too tight.
- Jeans may be worn, but they must be at waist level and have no writing on them.
- No pajama pants, nightclothes, or other pants of similar style may be worn.
- Shorts must be no more than 3 inches above the top of the knee. Shorts must adhere to the fit guidelines above.
- Athletic shorts or gym shorts are not permitted outside of PE. Beachwear (for example, board shorts and rash guards) are not permitted.

SKIRTS/SKORTS/DRESSES

- All skirts/skorts/dresses must be no more than 3 inches above the top of the knee. The top of slits in skirts or dresses must also be no more than 3 inches above the top of the knee when standing.
- Skirts and skorts should fit loosely and be in modest taste and appearance, even while a student is seated.
- Modest dresses are permitted. The bodice of the dress must follow the guidelines for tops, and the length and fit of the skirt must follow the guidelines for skirts.
- Tights or leggings are permitted under skirts/skorts/dresses, but the length of the skirt/skort/dress must still adhere to the 3-inch guideline.

SWEATSHIRTS/OUTERWEAR

- Sweatshirts and hoodies are permitted; however, they must fit neatly and must not display profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- Sweatshirts or hoodies that represent a college or a professional team may be worn.
- When a sweatshirt, hoodie, jacket, or coat is worn, the shirt worn underneath must conform to dress code guidelines.

SHOES

- Students (K4-6) must wear closed-toe shoes. Students (7-12) may wear sandals. Sandals must have a backstrap. Flip flop style shoes are not permitted.
- Heels must not exceed 2 inches.

- Athletic shoes must be worn during P.E. classes.
- Slippers or plastic pool type shoes (for example, Crocs) are not permitted.

PE CLOTHES

- Closed-toe, athletic style shoes must always be worn.
- Athletic shorts, pants, sweatpants, leggings, shirts, and sweatshirts that conform to DPCS general dress code guidelines are permitted.
- All students must dress appropriately to participate in PE activities and bring a change of clothes, if requested by the teacher, for the rest of the school day.
- Students dressed inappropriately or without a proper change of clothes will be referred to the school office to call home for a change of clothes, and/or students may not receive class credit for participation in PE for the day.

MISCELLANEOUS

- Make-up should be conservative, not extreme in appearance or excessive in amount.
- Earbuds and headphones may not be worn during the school day unless a faculty or staff member grant express permission.
- Jewelry is permitted, but not large or excessive. Ears may be pierced, but no other visible body piercing is allowed.
- Visible body tattoos are not permitted.

BOYS

SHIRTS

- Collared shirts or button-down shirts with sleeves may be worn.
- Plain T-shirts with appropriate graphic designs.
- Shirts should not be too tight or overly baggy.
- Shirts must not display profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- DP Christian School shirts or sweatshirts may be worn.
- Sleeveless outerwear shirts may be worn but must conform to dress code guidelines

PANTS/SHORTS

- Pants or shorts must not be tight or form-fitting. Pants or shorts must be neat, modest, and appropriate. Shorts must be no more than 3 inches above the top of the knee.
- Jeans may be worn, but they must be at waist level and have no writing on them.
- No pajama pants, nightclothes, or other pants of similar style may be worn.
- Athletic shorts or gym shorts are not permitted outside of PE classes.
- Beachwear (for example, board shorts and rash guards) are not permitted.

SWEATSHIRTS/OUTERWEAR

- Sweatshirts and hoodies are permitted; however, they must fit neatly and must not display profanity, suggestive phrases, alcohol, tobacco, drug advertisements, or other inappropriate phrases or symbols.
- Sweatshirts or hoodies that represent a college or a professional team may be worn.

- When a sweatshirt, hoodie, jacket, or coat is worn, the shirt worn underneath must conform to dress code guidelines.

SHOES

- Students (K4-6) must wear closed-toe shoes. Students (7-12) may wear sandals. Sandals must have a backstrap. Flip flop style shoes are not permitted.
- Athletic shoes must be worn during P.E. classes.
- Slippers or plastic pool type shoes (for example, Crocs) are not permitted.

PE CLOTHES

- Closed-toe, athletic style shoes must always be worn.
- Athletic shorts, pants, sweatpants, leggings, shirts, and sweatshirts that conform to DPCS general dress code guidelines are permitted.
- All students must dress appropriately to participate in PE activities and bring a change of clothes, if requested by the teacher, for the rest of the school day.
- Students dressed inappropriately or without a proper change of clothes will be referred to the school office to call home for a change of clothes, and/or students may not receive class credit for participation in PE for that day.

MISCELLANEOUS

- Make-up is not permitted on boys.
- Earbuds and headphones may not be worn during the school day unless a faculty or staff member grant express permission.
- Facial hair is permitted but must be well-groomed and maintained.
- Jewelry is permitted, but not large or excessive. Ears may be pierced, but no other visible body piercing is allowed.
- Visible body tattoos are not permitted.

ADDITIONAL GUIDELINES FOR GIRLS/BOYS

- Clothing must always be neat and modest and not a source of distraction or disruption based on the opinion of the administration.
- The dress code applies to all students during the school day. Additional dress code guidelines may be issued for field trips, class trips, or other school functions.
- As new styles and clothing patterns develop, the administration will make modifications consistent with the intent of this policy.

DRESS CODE VIOLATION CONSEQUENCES

- Dress code violations will be handled on a case-by-case basis. Parents will be notified via phone call or email when a dress code violation has occurred. Parents may be required to bring a change of clothing. Continued violations of the dress code may warrant a parent conference.

PER QUARTER

- Offense 1: Warning; Parents are notified.
- Offense 2: Parents are called, students to wait in the office for a parent to bring a change of clothing – an unexcused absence from class.

- Offense 3: Parents are called, students to wait in the office for a parent to bring a change of clothing and unexcused absence from class. Conference scheduled with a parent, students, and administration.
- Offense 4: Administrative Detention.
- Offense 5: Additional detentions, or suspension, at the discretion of the Administration.

PARENTAL RESPONSIBILITY

It is important for parents to ensure their child is dressed in compliance with the published DPCS Dress Code. The school administration views this as a parental commitment and responsibility and believes that dress code issues should be addressed and corrected at home rather than being left as dress code infractions that have to be addressed and corrected at school.

REPLACEMENT CLOTHING

Should your student have an accident while at school and need replacement clothing, the office will do its best to supply temporary clothing. The temporary clothing is for a loan and must be returned clean, or you will be billed \$5 per item. Please contact your teacher as to whether you can keep an extra change of clothing in the classroom for such occasions.

****DPCS RESERVES THE RIGHT TO CHANGE THE DRESS CODE AS DEEMED NECESSARY****

EMERGENCIES

DP Christian School will have scheduled emergency drills, which include a fire drill, an earthquake drill, and a school lockdown drill. These drills are to prepare the school staff, and students should the need arise. If you have questions regarding these drills, please see the front office.

CLASSROOM EMERGENCY KITS

Each classroom will be required to have an emergency kit. Your student's teacher may give you a list of items that you are required to bring for your student. These items will be kept until the end of the school year and then returned to you.

EMERGENCY CLOTHING KITS

Please provide your student's teacher with a bag of emergency clothing items. Make sure to write your student's names on the outside of the bag and clearly label all items. Items include:

- 1 long sleeve shirt or short sleeve shirt
- 1 pair of pants or shorts
- Undergarments
- A pair of socks

***DP Christian School reserves the right to change policies and guidelines.