

Damascus Christian School

Parent-Student Handbook



2023–2024

Damascus Christian School, 2023-2024

Goals, Rules, and Policies

Purpose: Our purpose as the school ministry of Damascus Community Church is to partner with Christian parents, who embrace the mission, vision, and values of DCC; align with and support our philosophy of Christian education and abide by the policies and practices of DCS in the education of their children. Education at DCS is based on a Biblical worldview and seeks to train children toward maturity spiritually, intellectually, socially, emotionally.

This handbook sets forth Damascus Christian School's Mission Statement, Statement of Faith and Profile of a DCS Graduate; lists policies regarding academics, attendance, behavior, and participation in co-curricular activities. The policies outlined represent a framework. This handbook does not create a contract between DCS and parents or students. This handbook is not exhaustive and should not be considered inclusive of all DCS policies. Statements in this handbook are subject to amendment whenever the school administration deems it necessary. DCS will attempt to keep students, faculty/staff, and parents/guardians informed of all changes as soon as practical. Some changes may be made immediately due to unforeseen circumstances. DCS reserves the right to interpret its rules, policies and procedures and all related documents solely at the discretion of the DCS administration and DCS school board.

Parent/Student Responsibility: Students and parents/guardians are required to read this publication carefully and keep it throughout the year for reference. Students and parents/guardians will be held accountable to these policies. Families are expected to respect DCS' policies and respect the confidentiality of all individuals in matters involving disciplinary action, health issues, or other private affairs. Failure of students, parents/guardians to cooperate with school administration, faculty, coaches or personnel and abide by the spirit and letter of the school rules and policies will jeopardize the student's enrollment at DCS.

Notice of Non-Discrimination: Damascus Christian School (DCS) admits students of any race, color, national and ethnic origin to all the rights, privileges, programs and activities generally accorded or made available to all students at DCS. It does not discriminate on the basis of a student's sex, race, color, national or ethnic origin, or disability which can be reasonably accommodated in administration of its educational policies, admissions policies, financial aid programs and athletic and other school administered programs.

Emergency Disclosure of Information: If knowledge of information is necessary to protect the health, safety or welfare of a student or others, the school is required by law to disclose personally identifiable information from a student's education record to law enforcement, child protective services, health care professionals and other appropriate officials in connection with certain health and safety situations. This information (e.g., emergency info) will be released as a DCS representative deems appropriate.

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MISSION / VISION / EDUCATIONAL GOAL

As a ministry of Damascus Community Church, DCS embraces the mission, vision and values of DCC:

MISSION – To call people to follow Jesus and become like Him

VISION – Home, Haven and Hub

- HOME: A Christ-centered community where you want to belong
- HAVEN: A refuge to find healing in Christ
- HUB: A center for training and sending disciples for Christ's mission

VALUE – To provide a Christ-centered education integrating spiritual, academic, social, physical and emotional training which will lead to a life of service and commitment to God.

DCS fulfills this mission, vision and values of DCC through the portrait of a graduate.

PORTRAIT OF A DCS GRADUATE –

Damascus Christian School graduates will:

Engaging Communicators: While interacting with grace, DCS graduates will convey truth that is rooted in scripture, with both oral and written wisdom. (with wisdom, presented both in writing and orally).

Walk in wisdom toward outsiders, making the best use of the time. Let your speech always be gracious, seasoned with salt, so that you may know how you ought to answer each person. Col. 4:5-6

Matt. 28:19-20, Acts 20:27, 2 Tim. 3:16, 2 Tim. 4:2

Affirming Biblical Standards: DCS Graduates will have a worldview that explains how God's word is the source of unchanging truth. They will understand that God created everything Good and that their ability and status in the world is evident through their interactions with others.

"You are the Lord, you alone. You have made heaven, the heaven of heavens, with all their host, the earth and all that is on it, the seas and all that is in them; and you preserve all of them; and the host of heaven worships you. Neh. 9:6

Gen 1:1-2:3, Ex 20:11, Jn 1:1-3, Rom. 12:2, Col. 1:16

Growing Spiritually: DCS graduates will demonstrate growth by exhibiting the Fruit of the Spirit. This growth will be marked by their service, prayer, study of scripture, and participation in corporate worship.

Have nothing to do with irreverent, silly myths. Rather train yourself for godliness; for while bodily training is of some value, godliness is of value in every way, as it holds promise for the present life and also for the life to come. 1 Tim 4:7-8

Josh. 1:8, Matt. 7:24-25, Heb. 10:24-25

Leading through Service: A DCS graduate will seek to be a servant of God and others by loving and serving them with compassion. They will exhibit a strong work ethic with humility simultaneously.

In all things I have shown you that by working hard in this way we must help the weak and remember the words of the Lord Jesus, how he himself said, 'It is more blessed to give than to receive. Acts 20:35

Matt. 20:25-28, Mk 9:35, Col. 3:23-24

Exhibiting Critical Thinking: As lifelong learners of knowledge and understanding, DCS graduates will clearly and logically engage in the world and its culture by measuring its messages against scripture.

Beloved, do not believe every spirit, but test the spirits to see whether they are from God, for many false prophets have gone out into the world. 1 Jn. 4:1

Prov. 14:15, 1 Thess. 5:21, 2 Tim. 2:7

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 Cognia. 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.

Class Failure and Credit Recovery –

Each Monday, the Academic Dean will run a grade report to identify students below a 70% mark. Any student below 70% in any class will participate in a mandatory check-in at lunch with the Academic Dean until work is completed to raise his or her grade.

Each semester 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.

Students who have a failing grade at the conclusion of a semester will have to make up the credit at their own expense by having a current staff member, or qualified credit recovery program for the applicable content. Courses unique to DCS (i.e. Worldview, Bible, etc.) will be retaken through independent study.

If a student does not make up the credit during the designated time, the principal, academic advisor, parents, and student will meet. An academic contract may be drafted, or the student may be asked to leave DCS. 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” semester grade will be replaced with the earned credit recovery grade. Although both grades will be reflected on a transcript, both the semester grade and GPA will reflect this new grade.

Curriculum –

DCS seeks to complement and support the Christian home in training young people to live in God’s will for their lives. Reflecting this philosophy, our Christ-centered curriculum provides our students with a well-integrated academic program and assists them in developing a Biblical worldview.

We emphasize both academic excellence and Christian character development by offering a variety of subjects and activities designed to develop commitment to God and an excitement to learn. We have the privilege of integrating spiritual truths with academic subjects in order to prepare students to face the pressures of life from a Biblical stance.

Bible, language arts, math, science, social sciences, health, and physical education make up the foundation for our curriculum. Other course offerings may include choir, band, art, yearbook, contemporary issues, computers, drama, foreign language, technology, home economics, shop, speech and a variety of online classes. Courses vary from year-to-year and are dependent upon needs and available personnel.

Grading –

The grades assigned on report cards reflect a student’s academic progress and are assigned based on the following scale:

Percent	Grade	GPA Scale	Explanation
90%+	A	4.0	Superior effort, initiative shown beyond the given assignment.
80% to < 90%	B	3.0	Above average, meets expectations of assignment.
70% to < 80%	C	2.0	Average, ordinary in growth and improvement, needs encouragement.
60% to < 70%	D	1.0	Below average, not meeting assigned expectations.
<60%	F	0.0	Failing, unsatisfactory work. Receives no credit.
	I	n/a	Incomplete – no grade given, must be made up within a specified time.
	P/NP	n/a	Pass / No Pass (does not impact GPA)
	S, N, U	n/a	Satisfactory, Needs Improvement, Unsatisfactory

GPA –

GPA or grade point average is expressed as the average of GPA credits earned, divided by the total number of credits. There are two types of GPA.

- **Unweighted:** Standard scale for college admission decisions. Based on the 4.0/3.0/2.0/1.0 scale shown above. The highest unweighted GPA a student can earn is 4.0.
- **Weighted:** A weighted GPA gives additional credit for Honors Courses and is used to calculate Senior Honors.

Honors Courses – Honors courses receive an additional 0.25 on the GPA scale (Weighted GPA only).

Senior Honors of Valedictorian and Salutatorian – Valedictorian and Salutatorian honors are determined the final week of school by comparing Weighted GPA. These honors will be communicated directly to the student and student's family by school administration. If multiple students are within 0.01 FINAL GPA, administration may, at their discretion, recognize more than one exceptionally accomplished individual.

- **Valedictorian:** Highest class Weighted GPA
- **Salutatorian:** Second highest class Weighted GPA

Graduation Requirements –

DCS High School Graduation Requirements

	CORE Courses							ELECTIVES		
	Bible	Language Arts	Mathematics	Science	Social Sciences	Career Education	Health	Physical Education	Foreign Language	Electives
DCS Required Credits	4.0	4.0	3.0	3.0	5.0	1.0	1.0	1.0	2.0	As Needed
MIN GRADUATION REQUIREMENT = 24 Credits	Bible 9 1.0	English 9 1.0	Pre-Algebra* 0.0	Physics 1.0	Geography 1.0	Career Ed 1.0	Health 1.0	PE (MWF) 0.5	Foreign Lang I 1.0	Elective (MWF) 0.5
	Bible 10 1.0	English 10 1.0	Algebra I 1.0	Biology 1.0	World History 1.0			PE (TTH) 0.5	Foreign Lang II 1.0	Elective (TTH) 0.5
	Bible 11 1.0	English 11 1.0	Algebra II 1.0	Chemistry 1.0	U.S. History 1.0			Sport 0.25		Elective (M-F) 1.0
	Bible 12 1.0	English 12 1.0	Geometry 1.0		Gov/Econ 1.0					
			Trigonometry 1.0		Worldview 1.0					
			Pre Calculus 1.0							
			Calculus 1.0							
								These are options available to fulfill the requirements. Select based on individual need and schedule.		

Surpassing the The Oregon Diploma is designed to prepare each student for success in all aspects of their life, including college and career, citizenship and life-long **STATE** learning. Damascus Christian School has aligned our curriculum to meet or exceed all State of Oregon requirements, with the additional discipline of **STANDARD** 4 credits of Bible which serves our students with a foundation in the Christian faith.

CORE Courses There are seven CORE disciplines - Bible, Language Arts, Mathematics, Science, Social Sciences, Career Education and Health. These subjects are automatically built into our student schedules.

ELECTIVES Electives vary each year and are available to our secondary students on a seniority basis (Seniors select first, seventh graders select last). It is up to students to ensure that they are selecting classes to satisfy their graduation requirements. Electives are year-long courses.

A Note About Math course differentiation generally begins in 7th grade (in other words, not all students in a single grade will be in the same Math class). While **MATH** only 3.0 credits of Algebra I and higher Mathematics is a High School graduation requirement, we recommend progressing as far as possible through the Mathematics courses offered, especially for those pursuing post-secondary education.

PHYSICAL Yes, the State of Oregon does require 1.0 credits of Physical Education to receive a diploma. This can be accomplished through two PE electives, or **EDUCATION** four sports, or a combination.

TOTAL A minimum of 24 credits, aligning with the requirements listed in the table above, are required for graduation. In a standard school year, students **CREDITS** have the ability to earn 7 credits. Many will exceed this number by taking "0 Period", or enrolling in extra-curriculars (like sports or online courses).

Homework –

The purpose of homework is to support or extend classroom learning, develop work habits that are essential throughout life, facilitate research projects, and assist a student in work completion due to absenteeism. (See Attendance section). In preparation for higher education, high school students should expect more homework than elementary students. **If a parent becomes concerned about the amount of homework or the student is feeling anxious about the schoolwork, a parent should schedule an appointment with the teacher to discuss concerns.**

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 no less than 50% of the original score. Work turned in over a week late will receive a grade based on the policy set by the classroom teacher.

Homework Guidelines:

Grades	Estimated Homework each day
PK-2	10 minutes
3-4	20 minutes
5-6	30 minutes
7-8	60 minutes (10-15 per class, per day)
9-12	90 minutes (15-20 per class, per day)

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 –

Twice during the year school is dismissed for Parent-Teacher Conferences. Teachers will use this time to review the student's progress, strengths, work areas, as well as offer practical suggestions for strengthening any area that appears weak. Parents are encouraged to share insights about their child that can benefit the teacher and their child's education.

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

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

Plagiarism / A.I. Software –

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. A student caught plagiarizing may receive one or more of the following consequences as deemed necessary by the teacher: a zero for the assignment, correct completion of the assignment and/or

appropriate disciplinary recourse as outlined in the Disciplinary Flowchart.

Regarding Artificial Intelligence (A.I.): The use of artificial intelligence(A.I.) and natural language processing software tools without the express permission/consent of a teacher is considered to undermine the learning and problem-solving skills that are essential to a student's academic success the staff is tasked to develop in each student. As a result, students should always gain permission before using A.I., for it is a tool that students should be trained to know when it is ok to use and how to use it. As a result, DCS will not be using A.I. until this technology for teaching and learning is more reliable.

Rights Concerning Student Records –

Student Education Records: Parents/guardians of students currently in attendance at DCS may review the student's education records. Parents/guardians wishing to review student records should make a written request to the principal to do so. An amendment to the student's education records may be requested, if the student's parents/guardians believe the contents are inaccurate. If the school concludes that the request is valid, the record(s) will be amended. If the school concludes that the record(s) need not be amended, the parent may place a statement with the record which identifies the disputed facts and states the facts which the parent believes to be correct.

Standardized Testing –

Up to two times a year, overall student progress is measured through NWEA MAPS standardized testing. This provides a means of comparison between DCS students and students across the United States and internationally who are of the same age/grade level. In addition, it helps us spot potential weaknesses in our curriculum and/or teaching methods. Results are kept confidential and are shared with parents during the school year. Parents may choose to opt out of testing for their child. In such a case, the school will assign alternative work for the student to complete.

Secondary Students have additional standardized testing opportunities offered on campus during the school day. Tests require a nominal fee and are billed to the student account. For additional testing information, visit collegeboard.org.

Tests Offered –

- **NWEA MAPS Testing** – All students K-8 take this test in the fall and spring.
- **PSAT 8/9** – Students learn the format and what to expect on upcoming tests.
- **PSAT NMSQT** (National Merit Scholarship Qualifying Test) – Preparation for the SAT and opportunity for students to qualify as a National Merit Scholar.
- **SAT** – Provides a comparison of students nationally and is a commonly used standard for college admissions. Many scholarships require a minimum SAT score.

Testing Schedule –

Fall	Spring
MAPS – K - 8 th grades	MAPS – K - 8 th grades
PSAT NMSQT – 10 th & 11 th grades	8/9 PSAT – 9 th grade
SAT – 12 th grade (<i>optional</i>)	SAT – 11 th grade

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 the student.

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

Prior to acceptance, students who desire to transfer into Damascus Christian High School during or after their freshman year will have their high school transcript go through a process of evaluation. This evaluation process will vary depending on whether the student's credits to be transferred are from an accredited or non-accredited school program.

Course credits for students who are from public schools, accredited private schools or accredited home school programs will be accepted. DCS requires a copy of the student's high school transcripts from the school they are leaving prior to entry into DCS. Home school families are also to provide their student's state assessment test scores. Upon the receipt of the sending high school transcripts, the sending school's accreditation must be verified if DCS is not familiar with the school. DCS will keep a record of all sending school transcripts in the student's permanent file.

When colleges request high school transcripts, DCS will send all high school transcripts it has available to the college. If high school transcripts other than DCS transcripts are not on file it is the school families' responsibility to provide the missing high school transcripts.

Course credits for students who are from non-accredited private schools or non-accredited homeschool programs, with or without state assessment test scores, will be subject to a review prior to the student's acceptance at DCS. DCS will review course credits through various evaluation methods. Such methods may include:

- The teacher conducts an "end of course" test to evaluate the student's comprehension of the subject matter. An example of this form of evaluation may be verifying the student's understanding of certain math concepts.
- The teacher may ask to see an overview of the curriculum used. Documentation from the sending school or home school family will be provided to DCS in order to evaluate the curriculum and materials used by the school or home school family, the number of seat hours per course, and the scores of any standardized tests taken.
- If there is not an appropriate means for verifying the course taken, then DCS does not accept that course for credit.
- If DCS cannot accept the credit, then the new student will be required to make up any necessary credits in order to graduate from DCS.

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 & PROCEDURES

Accidents and Medical Information –

Minor scrapes, bumps, cuts, and bruises will be treated at the school office. Magnus is the medical information software that is used by DCS for all medical related events and documentation, which is HIPAA compliant. It is essential for parents or guardians to accurately provide all the required information requested by DCS. If further attention is needed, the office will call the student's home, or the emergency number provided.

Address and Phone Changes –

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

Admission Policy –

Criteria for Admission and Re-enrollment –

- 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 must 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 the bounds of the discipline policy.
 - b. Grant the school full discretion for the class and 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.

Parent's Code –

- 1) I will partner with DCS in the education 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. **I will refrain from gossiping and will only discuss with staff that are involved with those that are part of a particular situation. The conflict resolution process will be followed.**

Allergies –

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 school nurse and administration will work to ensure rapid and effective response in the case of a severe or potentially life-threatening allergic reaction.

The key to 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 Allergy Plan 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' Allergy Plans, provide training 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 encourage parents to regularly monitor FACTS-SIS (RenWeb) for their student's attendance history.

Elementary teachers will take attendance at the start of each day. Any partial day absence will be recorded by the school office.

Secondary teachers will take attendance at the start of each class period. Any class that a secondary 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.

Any student absent more than 10 times in a semester, including excused and unexcused absences, may be required to meet with their teacher, parents, and the attendance committee to determine if a plan is required to recover their lost learning and course credit. Multiple absences that do not meet the threshold may still require a meeting with the attendance committee if habitual absences are having an adverse impact on their academics.

Effect of Partial Day Absence on Participation in Extracurricular Activities –

Students must report to school by 8:15 A.M. or they will not be allowed to participate in extracurricular activities that day without special permission from the administration. It would be ill advised to participate in strenuous practices or games if a student is sick enough to have missed school. We would prefer not to put that student at any further risk.

Excused Absences –

Excused absences include illnesses, mental health, court appointments, medical appointments, funerals and school sanctioned activities. When returning from such an absence, secondary students must check in at the office with an excuse in writing, over email, or by phone, 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 a student returns to school without a note excusing their absence, he or she will receive a detention.

Sports Absences — Absences due to school sanctioned sporting events are excused as long as a student has attended school prior to leaving for the event, per athletic handbook. These absences will not count toward a student's total for any class.

Non-School Sanctioned Sports Absences and Activities — Club sports, recreational sports, etc. Absences due to non-school sanctioned sports will be counted toward a student's total number of absences.

College Preview Absences — Students who miss school to preview potential colleges are excused as long as they fill out a pre-excused absence form. These absences will not count toward a student's total for any class, with a limit of 5 preview days.

Student Council/Outdoor School Absences — Students who participate in school leadership and service opportunities will be excused when they are absent in participation of events related to student council and outdoor school. These absences will not count toward a student's total for any class.

Unexcused Absences – What are unexcused absences?

A student will be assigned an unexcused absence when no communication for the absence is provided by the parent.

Make Up Work –

Although it is the responsibility of the student to request missed assignments upon return from an absence, it is important for the teacher to provide assistance in this process. To make up classwork, students will receive one day for every one day absent plus an additional day to make up work regardless of whether the assignment was provided prior to the student's absence. (For example, if a student misses two school days, they have three school days to make up that work.) 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. It should be noted that it is important that students make up their missed work as soon as possible to avoid falling behind in their courses.

Minimum Attendance Policy –

If a student is absent for an extended period of time for any reason, the administration will schedule a conference with the parents to reevaluate student status and possibly create an academic plan/contract to make up work and seat hours. Additional work may be required before credit can be given. Each situation will be evaluated on an individual basis.

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. The make-up policy will apply to work missed by the student.

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

should be when the tardy bell rings. 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 will be considered unexcused for reasons such as oversleeping, running late, or long lines at the coffee shop or bathroom. Unexcused tardies bear the consequences outlined on the Disciplinary Flowchart.

Truant tardies occur when a student misses more than 15 minutes of any class.

Elementary students are to report to the office when arriving after the tardy bell has rung. 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. Administration will use the Disciplinary Flowchart to inform their response/decision.

Background Checks / Driver's Insurance Verification –

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

In addition, our insurance company requires that anyone who uses their 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 or school secretary annually.

Book Damage –

If a book (text, library, or resource) is damaged (or lost) 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 for any page or cover that is damaged beyond normal wear and tear. Charges will not exceed the price of the book.

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 FACTS-SIS.

Closed Campus –

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. Juniors and seniors are not allowed to transport underclassmen off campus during lunchtime. If this privilege is violated, those involved will be dealt with according to the Disciplinary Flowchart.

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 the *Eagle Eye*, 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. Our website, www.dcs4you.org and our app, are the best resources to stay up to date on all things related to DCS.

FACTS-SIS (www.renweb.com) enables us to offer even better home-school communications pertaining directly to the classroom. 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 FACTS-SIS 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.

Computer Use –

During school hours, students have access to computers, iPads, Chromebooks and a computer lab. All 4th through 12th graders are provided Google accounts. Account settings are limited or expanded based on the student age and academic needs. These accounts are also monitored by staff. To get a user account, students and their parents need to read and sign the Computer Use Policy. High School students are permitted to bring their own devices and use them as permitted by school staff.

Violation of the Damascus Christian School's Computer Use Policy will result in loss of computer privileges, potential fines (for intentional damage) 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. Do not 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, please call the office when you arrive on campus and the office will direct you to how to pick up your student. A note, phone call or email should be sent informing the teacher and office 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, phone call or email 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.

Information regarding specific trips will be sent home in advance of an excursion. Field trips may require a fee to cover the cost of admissions and travel. Parents may also be invited to serve as chaperones. 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 – Before you make this financial commitment with Damascus Christian School, a ministry of Damascus Community Church, we would ask that you prayerfully consider it in light of the following Scriptures:

Suppose one of you wants to build a tower. Will he not first sit down and estimate the cost to see if he has enough money to complete it? Luke 14:28

It is better not to vow than to make a vow and not fulfill it. Ecclesiastes 5:5
Let no debt remain outstanding, except the continuing debt to love one another. Romans 13:8a

- A. PAYMENT PLANS:** We offer 3 tuition payment options for families to choose from.
- 1 lump sum payment
 - 10 monthly payments
 - 12 monthly payments

Payments for each of these options begin on July 1st and have a due date of the 5th. If full monthly payments are not received by the 5th of each month, a \$50 late fee will be applied. There is also a \$30 service fee for payments that are returned due to insufficient funds. All

other fees are payable as billed. Although tuition may be paid in monthly payments, the family's commitment is the amount for a full school year. Students will not be permitted to participate in extracurricular activities (sports, drama, etc.) if account is in arrears. All tuition and fees must be paid in full by graduation for seniors to receive their diploma and school records.

B. TUITION OPTION: Please complete the Tuition Option and set-up your payment plan at the time of enrollment or re-enrollment.

C. INVOICES: Invoices are sent via email approximately 4 days prior to when payment is due. Tuition must be paid no later than the 5th of each month. A \$50 late fee will automatically bill to your account if payment does not go through.

D. PAYMENT METHODS: We require that all tuition and fee payments be made through our FACTS Tuition Management System. While we prefer payments made through a bank account ACH direct withdrawal, you may opt to use a credit card. FACTS charges a 2.95% fee for payments made with a DEBIT or CREDIT card which will be billed to you. ALL payments for tuition or fees billed must be made through your FACTS Financial payment portal. We no longer accept payments in the office.

E. FINANCIAL AID: Damascus Christian School is committed to working with families to help them meet their financial obligations. That is why we have partnered with FACTS Grant and Aid to provide financial aid options for families who qualify. To find out more about financial aid, contact the finance office. Please note, we do not provide scholarships or discounts to our PreKindergarten tuition.

F. FINANCIAL HARDSHIP: When circumstances beyond a family's control arise, it is critical to communicate with the school to determine possible alternative solutions. If you foresee a problem that would hinder you from honoring your financial commitment, please complete a Financial Hardship Application, otherwise late fees will continue to be assessed each month and ultimately the account will become delinquent. Delinquency is grounds for dismissal.

G. EARLY WITHDRAWAL: DCS makes staffing and budgetary decisions based on enrollment numbers at the start of the school year. Early withdrawal of a student is detrimental to the viability and operation of this ministry. If a student is withdrawn before the school year begins, the July and August payment will be forfeited. If the school is unable to fill this new vacancy within 30 days, the September payment will also be forfeited. Parents who withdraw their students before the conclusion of the school year, are required to pay tuition through the conclusion of that current semester.

STUDENTS WILL NOT BE ADMITTED TO A NEW SCHOOL YEAR UNLESS ALL
SCHOOL TUITION AND FEES FROM PREVIOUS SCHOOL YEARS HAVE BEEN
PAID IN FULL NO LATER THAN JUNE 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 1st. 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.

Governance –

The Elder Council of Damascus Community Church serves as the school board and gives indirect oversight to the DCS ministry. The school staff and administration carry out the formulation and delegation of the DCS ministry.

Illness and Medical Guidelines -

Please visit the DCS website for a complete list of illness protocols. Please note, if your student has a fever (100.4F or above), he/she should remain at home, until fever-free for 24 hours without medication unless cleared by a healthcare provider. Similarly, for any vomiting/diarrhea, students should remain at home for 48 hours from the last episode before returning to school.

All student's health information, including medication and medical history, is held in the Magnus Health Portal. All medication given during school hours should be noted in Magnus and brought to the school office in the original prescription container. Students are not allowed to self-administer medication during school hours unless approved by school administration.

For any illness-related absences, please notify the school office and your student's teacher. Should your child become ill at school, the student should report to the school office for evaluation and/or to contact the parent or next emergency contact. Students are not to use personal cell phones to make arrangements to be picked up unless authorized by staff.

Immunizations –

The State of Oregon requires that every child entering an Oregon public or private school for the first time give evidence that he or she 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. With proper documentation, there are exceptions for medical or religious reasons. Please note that documentation of vaccinations will be required to be entered into the Magnus Health Portal. Registration is complete each year when vaccine mandates (along with other required paperwork) are complete as new age-appropriate immunizations are fulfilled. This applies to both new and returning students.

Kitchen Usage / Lunch –

Kitchen microwaves are available to secondary students. Secondary students may eat lunch in the library, courtyard, or lower-level, upper gym classrooms.

Elementary students are to eat lunch in their rooms under the supervision of their teachers. Secondary students may eat in classrooms located in the downstairs halls and above the gym but

may not roam the halls with food nor eat upstairs in the main building. Secondary students are not to eat in the balcony, stairwells, auditorium, foyer, prayer room, friendship center or in their cars in the parking lot etc. When the weather permits, lunches may be eaten outside in the courtyard or gym with supervision as long as the litter is picked up. Floors are to be free of lunch debris before students resume class.

Living Classrooms –

Living classrooms are a unique opportunity afforded to our high school students. It is also important to note that these living classrooms meet instructional hours required by the state and address academic standards in particular content areas. As a result, students who are unable to or unwilling to participate in living classrooms are still responsible to meet the academic hours and the content covered through these living classrooms. Students who are not participating in living classrooms will need to schedule a conference with the administrator to discuss alternative options to address the content standards covered and the instructional hours being met.

Lost Property –

Most lost and found items are stored inside the lower hallway near the school entrance. Pricier items will be kept in the school office. Non-claimed items will be removed regularly and donated to charity.

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. There is a cost associated with this experience, please see Tuition & Fees on the DCS website.

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 the 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, our website and on our app. 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 parents/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.

"DCS does not allow the use of its name (examples include but are not limited to: "DCS," "Damascus," "Damascus Eagles," "Damascus Christian," "Damascus Christian School"...) logos, mascot, images or color scheme, in any way (examples include but are not limited to: printed on garments or otherwise publicly displayed) in any way that may be reasonably construed as identifying with DCS except by specific permission of the administration of the school. No non-school group, team, or club of any type is allowed to identify itself as connected to or sanctioned by DCS or use names, logos and images associated with DCS except by specific permission of the administration of the school.

School Hours / Arrival and Pick Up Times

Office Hours:	7:45 A.M. – 4:00 P.M.	
Classes:	Kindergarten – 3 Grade	8:15 A.M. – 3:00 P.M.
	Grades 4 – 6 th Grade	8:15 A.M. – 3:10 P.M.
	Grades 7 – 12 th Grade	8:15 A.M. – 3:20 P.M.
Dismissal Times on Half Days:		
	Kindergarten – 6 th Grade	11:45 A.M.
	Grades 7 – 12 th Grade	12:00 P.M.

Your child’s safety is very important to us. Please support us in providing a secure place for your child by not having them on campus when there is no adult supervision. Student supervision

begins at 7:45 A.M. for all students except those enrolled in a zero-period class.

Please do not allow children to exit the vehicle from the driver's side or prior to reaching the courtyard. Observe the 5 mph speed limit and route pattern communicated at the start of the school year. **Students should ONLY exit cars on the south side of the Gym when in line for drop-off.**

Students in grades K – 12th grade are to be dropped off in the gym. All students K – 12th grade are to remain in the gym until they are dismissed or escorted by staff to their classes. Faculty monitors will be present to supervise.

After 3:30 P.M. students will be escorted to the office to call parents. Habitual tardiness in picking up students may result in a fine. Students involved in school events, clubs, or sports must be under the supervision of a teacher, coach, adult tutor, school-facilitated club.

No students are to be on school grounds outside the designated times unless special permission has been granted through the office.

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.

Service Hours –

DCS requires 25 service hours a year by every high school student to fulfill our Portrait of a Graduate's goals. DCS is convinced that these hours are valuable for two primary purposes.

First, schools and universities, especially faith-based ones, require service hours. Additionally, many businesses and corporations also inquire about their potential employees' engagement in their community. As part of our ends to develop students physically, emotionally, academically and spiritually, we feel we would be doing our students a disservice to ignore this.

Finally, as Christians we should desire to be deployed in service to minister to fellow believers and reach out in compassion to those around us in need. Furthermore, we want to engage our students in seeking to be active members of their church body and investigating ways they can serve. We strongly feel these service opportunities will serve our students professionally and promote a deeper engagement with a student's church body.

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.

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 may be 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.

Volunteers –

The following information may be found on the DCS web site. You will find this information and active links under **MENU** and **PARENTS**.

Thank you for your desire to become involved in ministry here at Damascus Christian School! There are many ways to volunteer at DCS and we look forward to working with you. Some volunteer options may include....

- Driving for Field Trips or Sports
- Classroom Help
- Recess
- Extra-Curricular Chaperones/Drivers
- Library Help
- Maintenance/Campus Work Days

Because we take our leadership responsibility seriously, we need to know as much as we can about those to whom we entrust the spiritual, academic, physical, and emotional development of our students. To become an approved volunteer, please complete the following items:

1. Complete the online [Background Check](#) form. The online form is on a secure server and the information on the site is protected. Background checks must be renewed every 2 years.
2. After your background check is submitted and processed, you will receive an email from message@protectingourkids.com. This email will provide you with a link to complete an Online Child Safety Training. The training should take about 45-60 minutes and can be done in multiple sittings.
3. Please read and sign the [Child Safety Policy](#)
4. Please read the [DCC Statement of Faith](#) and sign the [Statement of Faith Agreement](#)
5. Please print and fill out the [Volunteer Application](#); then turn it in to the finance office. This is a one-time form for first time volunteers that does not need to be renewed.
6. Please print and submit the [DCS Driver Application Form](#), along with a copy of your insurance declarations page. At the time of submission, DCS/DCC Office Staff personnel

must visually verify your driver's license and sign off on your application form before it can be processed. In lieu of an in-person visual verification, you may submit a photocopy of your driver's license with the application form.

Please allow a minimum of 2 weeks to complete the volunteer approval process. **The Director of Finance** is the contact person for managing volunteer status and is happy to help answer any questions you might have.

DRESS CODE

Attire & Appearance –

This code is intended to preserve a beneficial learning environment and assure the safety and well-being of students at Damascus Christian School.

The responsibility for the dress and grooming of a student rests primarily with the student and their parents or guardians.

As with any policy, inclusion of all possible situations is difficult. Therefore, it will be up to the administration to make final decisions regarding the dress code.

Goals of Our Student Dress Code –

- Maintain a safe learning environment.
- Prevent students from wearing clothing with offensive images or language, non-Christian bands (these groups don't share our values) including profanity, hate speech, pornography and clothing with images or language depicting or advocating violence or the use of alcohol or drugs.
- Dress in accordance with one's biological gender.
- Help students wear clothing that would allow them to perform all tasks with ease of function and that is appropriate to living and working in a co-ed Christian school which values modesty, appropriateness, functionality, neatness, and cleanliness.

BOYS (PK-12th Grade) –

- Clothing must cover undergarments and not be seen through or transparent.
- Clothing that is extremely tight fitting, low cut, or exposes torso is not appropriate.
- Clothing should be free of rips and holes.
- While arms are at the students' side, shorts must be at their fingertips or longer when standing.
- Shirts should cover the entire torso and tank top straps need to be three fingers in width.
- Sweatshirts with or without hoods are allowed. Hoods should not be worn in the building.
- Hats, visors, and sunglasses should not be worn in the building.
- Body piercings, spiked jewelry, tattoos, and non-natural hair colors are not appropriate.
- Pajamas may only be worn for an approved special day such as a spirit day.
- When swimming, swim trunks should be worn (no Speedo type swimwear).

GIRLS (PK-12th Grade) –

- Clothing must cover undergarments and not be seen through or transparent.
- Clothing that is extremely tight fitting, low cut, or exposes the torso is not appropriate.
- Clothing should be free of rips and holes.
- Skirts, dresses, split skirts must be at the top of the kneecap when standing.
- While arms to students' side, shorts must be at their fingertips or longer when standing.
- Shirts, blouses, and tank tops (3-finger strap width) should not show cleavage, bare torso, or undergarments.
- Leggings (which includes flared leggings) should be worn only under a dress, skirt, shirt, or shorts that are at their fingertips or longer when standing with their arms at their side.
- Sweatshirts with or without hoods are allowed. Hoods should not be worn in the building.
- Hats, visors, and sunglasses should not be worn in the building.
- Body piercings (except ear), spiked jewelry, tattoos and non-natural hair colors are not appropriate.
- Pajamas may only be worn for an approved special day such as a spirit day.
- When swimming, modest 1-piece swimwear should be worn.

School Sanctioned Events / Special Events –

Exceptions to the dress code will be allowed for graduation, formal and other activities, which may require a deviation from the dress code. Administration will share these expectations a month prior to the activity. For example straps on dresses for formal events do not need to meet the three finger width requirement.

A student in violation of the dress code may be sent to the office and/or required to arrange for a change of clothes and/or put on a provided dress code compliant attire, which will be returned at the end of the day. If provided clothing is not returned families will be charged. Repeated offenses will warrant progressive disciplinary action as stated in the Disciplinary Flowchart found in this handbook. The administration will be the final judge of student dress code questions.

CONDUCT

Bullying and Cyber-Bullying –

Both bullying and cyber-bullying are intentional, hurtful acts where one student (or group of students) is trying to manipulate or intimidate another. Examples include repeated and targeted 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 felt while on campus and within the school community. DCS will take the appropriate steps according to the Disciplinary Flowchart and restore the safe atmosphere of our campus.

Cell Phones and Other Personal Electronics –

Student cell phones, smart watches and other personal electronics are to be turned off and put away during school hours (8:15 A.M. – 3:20 P.M.), including between classes and lunchtime. This will help

to reduce distractions and encourage positive social interactions between students. The only exception to this will be when a teacher requires the guided use of a phone for a class/academic purpose.

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 or text you on their phone during school hours.

Consequences for infractions involving personal electronics are outlined on the Disciplinary Flowchart. 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.

Conflict Resolution –

From time to time, parents and/or students may have problems with a policy, procedure, or staff personnel. **Go directly to those involved and are part of the solution rather than discussing it with those not involved.** We must all endeavor to be open, honest, and quick to correct when we are in error. The goal of conflict resolution is peace and unity with God and people.

As mentioned in the Parent's Code, parents and students are expected to refrain from any other methods of airing grievances, such as talking with other parents who are not involved in the problem, spreading rumors, gossiping, petitioning, etc. Mature Christian adults and students who are growing in maturity, who can work through disagreements and conflict in a constructive and edifying manner, should characterize the DCS community. Parents or students who resort to injurious or inappropriate methods of handling conflict may be required to leave the school community.

For Students –

Students who are having a conflict with another student should first approach that student and attempt to resolve the conflict one-on-one. It is not Biblical to share the conflict with others, attempt to harm the other person through destructive talk, or to allow the conflict to fester without being addressed if you cannot resolve it within yourself. Most problems can be solved by humble and honest conversation with the other person involved. If difficulties remain, the student should then consult with a teacher or the principal for help in resolving the situation.

Students who feel in conflict with a teacher should take the same approach: they should approach the teacher privately and respectfully and explain what they believe is the problem. They must then listen carefully to the teacher's response. If difficulties remain after this step has been followed, students may consult with the principal for help. Students need to note that a disrespectful, sarcastic, or public confrontation with teachers is unacceptable at DCS and will be regarded as a discipline incident because these do not characterize a Biblical approach to authority. The proper approach for resolving an issue involves proper respect and deference to the teacher's authority and God-given role in the student's life.

For Parents –

Parents who have a conflict with another parent, teacher, school administrator, or who are helping their student resolve a conflict, should first approach the other individual(s)

involved and attempt to resolve the issue. If the conflict involves a staff member, please schedule an appointment to meet with that individual. Do not show up unannounced. It is not Biblical to share the conflict with others, attempt to harm the other person through destructive talk, or allow the conflict to fester without being addressed if you cannot resolve it within yourself.

If questions or difficulties remain after talking with the other person, parents should contact the principal to set up a meeting with all parties to discuss the issue with the parents and the teacher and the students involved. The principal will facilitate any meetings necessary to help the parties resolve the issues.

If after step 2 the parents do not feel that the issue has been adequately resolved, they may contact the school board in writing to give them a record of their concern, and request what they believe would be appropriate action. The school board will meet with the school staff and the parents, and they may choose to involve others involved in the conflict, at their discretion. No final decision will be made until the board is consulted and makes a decision as a board. Such a decision of the school board is then final.

Sexting –

Sexting is the act of sending, receiving, or forwarding sexually suggestive messages, photos, or images via cell phone, computer, or any 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.

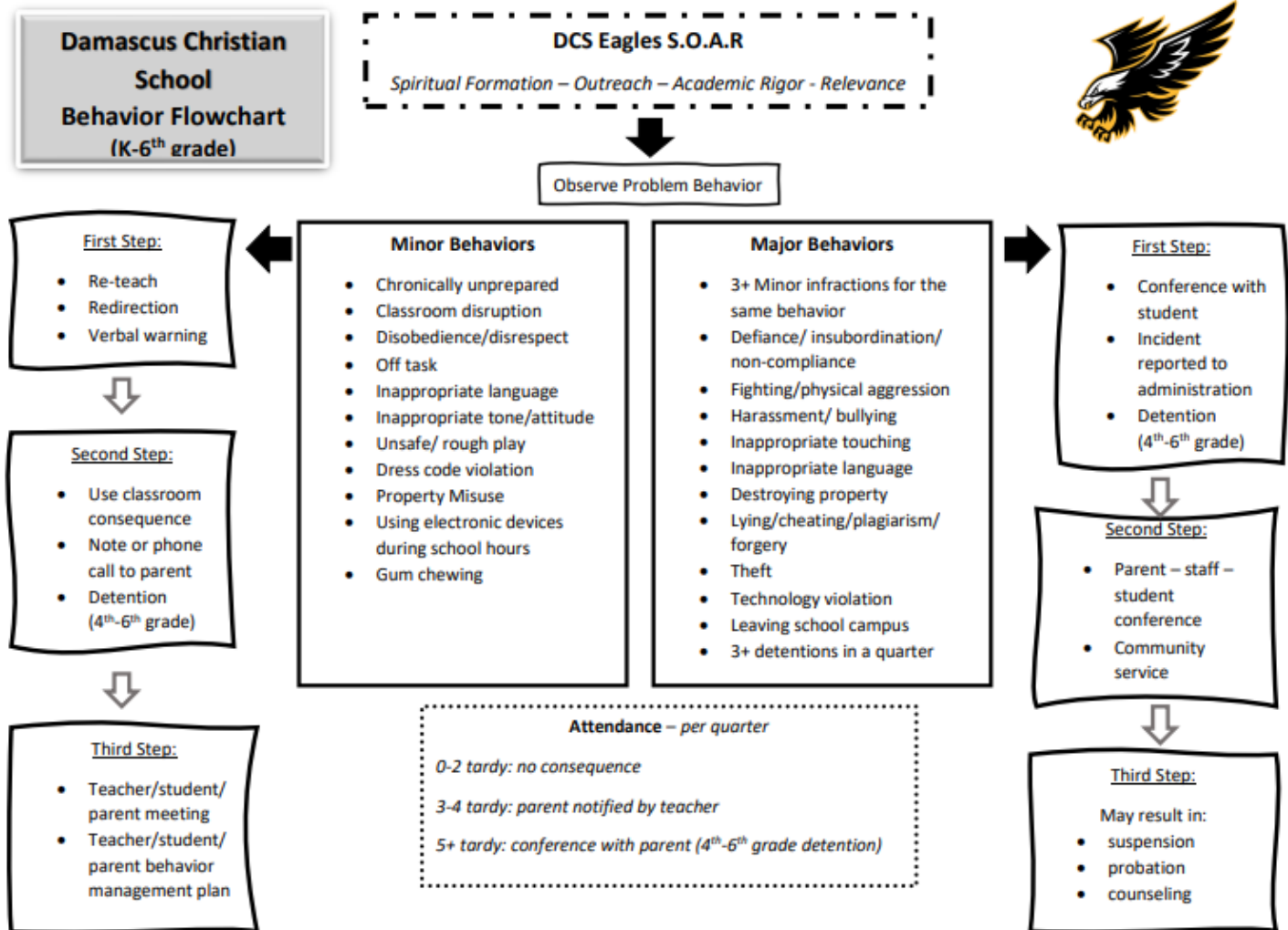
DISCIPLINE

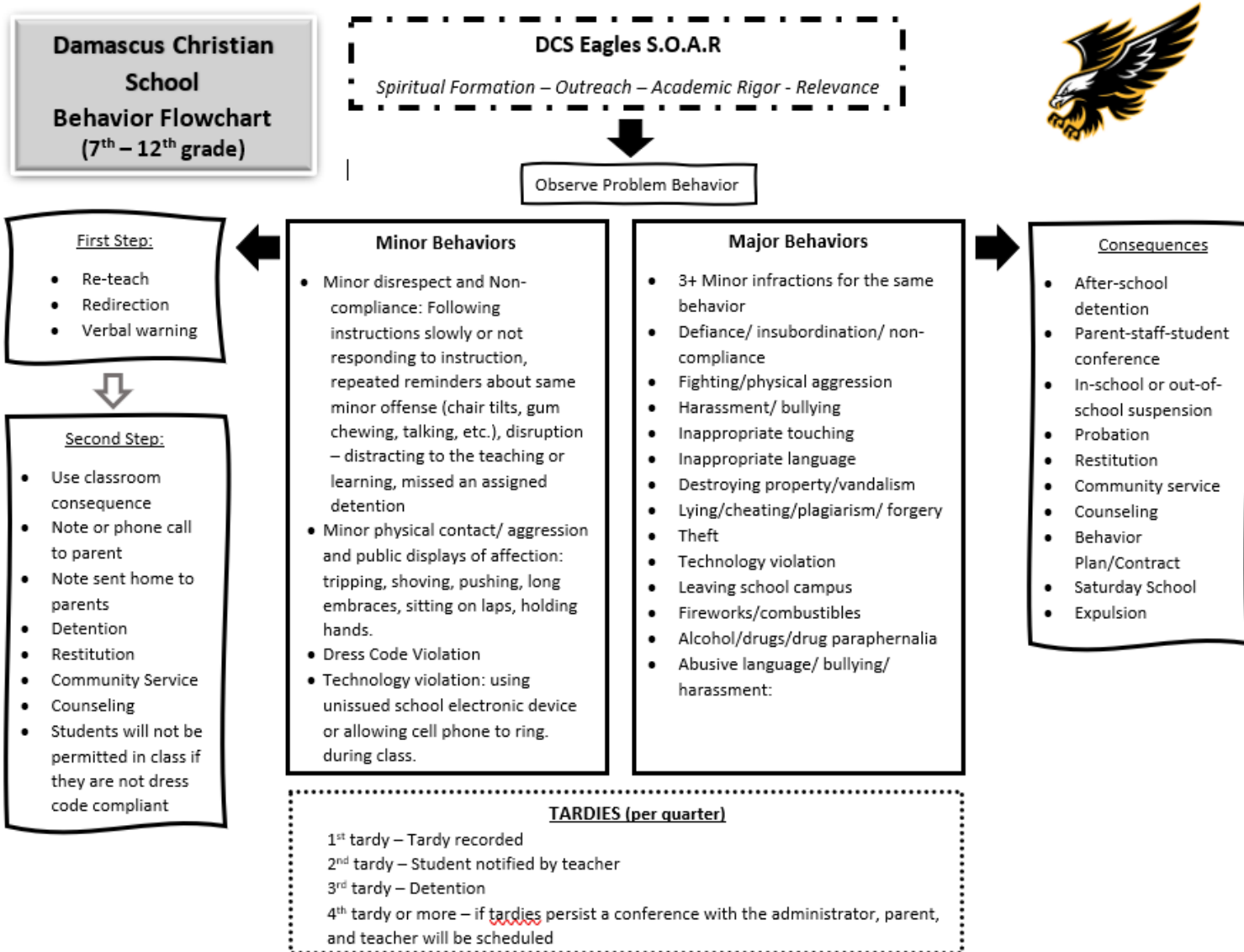
Dismissal Policy –

Attendance and reenrollment at DCS is not a guarantee. Enrollment at DCS is on a yearly basis with permission to re-enroll for the following school year being granted by the administration. Re-enrollment is contingent on the family and student remaining aligned with our mission, vision and values, policies and codes of conduct and is not guaranteed by preliminary registration.

If a student or family violates our mission, vision, values, policies, or codes of conduct they may be put on a contract to correct the behavior, restore broken relationships and achieve reconciliation. If the contract is not fulfilled the student and family will be unenrolled from DCS or not permitted to re-enroll. In some cases, the student and family will bypass a contract and they will be unenrolled from DCS or not permitted to re-enroll due the significance of the misalignment. These decisions will be made by the administration of DCS with the approval of the School Board.

Disciplinary Flowcharts –





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 Flowchart. Students may be assigned a lunch detention or after-school detention depending on the infraction. Lunch detentions received before lunch are served that day, while those administered after lunch are served the following day. After-school detentions will run from 3:20 – 4:00 P.M.

Parents will be notified that a detention has been issued.

Probation / Plan / Contract –

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 a 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 Flowchart, 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 –

For the protection of the DCC/DCS community, church and school personnel may inspect and search places and areas such as lockers, parking lots, and other school property and equipment owned or controlled by the school. When there is reasonable suspicion, DCS personnel reserve the right to search students, students' backpacks/purses/ bags, phones, calculators, laptops, automobiles, or other personal property that is brought onto campus. These searches may occur without notice to or consent of the student or parent(s)/ guardian(s) and may include law enforcement resources. Students and parent(s)/guardian(s) grant permission to DCS personnel to search personal property brought onto campus and/or to DCS events off campus. A failure to submit to a reasonable search may result in disciplinary measures up to expulsion.

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 Flowchart.

Expulsion / Dismissal –

Due to repeated behavior or a significant violation of our mission, vision, values, policies or codes of conduct a student will be suspended pending an expulsion hearing. The student will remain suspended until an expulsion hearing can be scheduled including administration, the student and their parents and/or guardian.

ATHLETICS / EXTRA-CURRICULAR ACTIVITIES

Athletics and Activities Philosophy –

This material is presented to you as parents because your son or daughter has indicated a desire to participate in interscholastic athletics. Your family interest in this phase of our school program is important. We believe that participation in extracurricular activities provides a wealth of opportunities and experiences for the student. It is our goal to maintain a program that is sound in purpose and will further each student's educational, physical, and spiritual maturity.

Above all, we seek to honor God and be a testimony to others through our conduct both on and off the court or field. Athletics is another avenue by which we can disciple our students. It is also imperative to recognize the importance of the following areas as a priority over athletics:

- Our student athletes need to be present with their families.
- Our student athletes need to be engaged in church.
- Our student athletes need to continue progressing successfully in their academic pursuits.

Our scheduling of games, practices, tournaments, invites, events, performances and special outings will not supersede these previously mentioned areas.

YEAR LONG ACTIVITIES	Junior High & High School (7-12)	
	Band	
	Choir	
	Drama	
	High School (9-12)	
	Girls	Boys
FALL SPORTS	Volleyball	Soccer (Co-ed)
	Cross Country (Co-ed)	Cross Country (Co-ed)
WINTER SPORTS	Basketball	Basketball
SPRING SPORTS	Track and Field	Track and Field
	Golf	Golf
	Junior High (7-8)	
	Girls	Boys
FALL SPORTS	Volleyball	Soccer
WINTER SPORTS	Basketball	Basketball
SPRING SPORTS	Track and Field	Track and Field
	Elementary (5-6)	
	Girls	Boys
FALL SPORTS	Volleyball	
WINTER SPORTS	Basketball	Basketball
SPRING SPORTS	Track and Field	Track and Field

Elementary Level – Elementary programs will focus on introduction and instruction of skills. Each student is encouraged to attend all practices and, as a reward for their hard work, will have the opportunity to participate as equally as possible in the events scheduled.

Junior High Level – Junior High programs will focus on continued instruction and skill development and the initial stages of team tactics. Each student is encouraged to attend all practices as scheduled by the coach or director and to let the coach or director know if they will not be able to attend. The students can expect that they should, as nearly as possible, be given the opportunity to participate to some extent in each scheduled event as long as they are attending the practices or rehearsals as scheduled and having a positive attitude and good effort.

High School Level – DCHS competes at the 1-A level with the Oregon School Activities Association (OSAA). We play against public as well as other private and Christian schools. Even though we have a “no-cut” policy, event participation will not necessarily be equal among the students. Participation in practices or rehearsals is not a guarantee that the student will be utilized in each scheduled event. This is at the coach’s or director’s discretion, who will take into consideration what is best for the team or group in addition to each student’s talent level,

dedication, coachability and attitude. When applicable, for the team sports, if numbers allow, we will have both junior varsity (JV) and varsity teams.

Governance –

Oregon School Activities Association (OSAA) – All member schools voluntarily join the Oregon School Activities Association and compete only with other member schools. As a member school, Damascus Christian School agrees to abide by and enforce all rules regarding individual eligibility including attendance, grades, age, awards, school representation, and transfers between schools, which all schools must follow. The primary role of the OSAA is to maintain rules and regulations that ensure equity in competition for the student athletes and a balance with other educational programs. The OSAA solicits input and is responsive to requests for rule modification from member schools, appointed committees, and coaches' associations. The OSAA attempts to enforce such rules that assure the greatest good for the greatest number and to ensure that competition is conducted in an appropriate manner. The OSAA is also responsible for all state playoffs and tournaments beyond district play for athletics and activities. DCS abides by the OSAA rules/guidelines for the listed areas. All rules and guidelines can be found at the osaa.org link under handbook.

- **Academics:** Details described in IV-A, 8.1
- **Graduation:** OSAA rule 8.2
- **Age:** OSAA rule 8.3
- **Monetary Compensation:** OSAA rule 8.4
- **Transfer:** OSAA rule 8.6

Any questions should be directed to the Athletic Director. The OSAA deals only through school administration and not directly with parents.

A Summary of the Minimum Requirements of the OSAA, of which we are a member, requires that any student-athlete must have passed five credits (non-elective classes) of work in the semester immediately preceding the semester of participation. An F (in any required class) must be made up by the following fall for a student to be eligible to compete in fall sports. All participants must also be maintaining consistent forward progress toward graduation in the normal four-year time span.

National Federation of State High School Associations – The National Federation consists of the fifty individual state high school athletic and/or activities associations, and its purpose is to coordinate the work of all of its Members. The National Federation is both a service and a regulatory agency. Cooperation between state associations and the National Federation ensures some degree of teamwork on the part of more than 20,000 schools, and enables them to formulate policies for the improvement of interscholastic activities. The National Federation also publishes rulebooks for all high school sports.

Requirements for Participation –

Academic Requirements of the OSAA –

OSAA Rule 8.1. All rules and guidelines can be found at the osaa.org link under handbook.

Academics and Eligibility –

Poor behavior and attendance may be cause for ineligibility at the discretion of the coach and administration. When necessary, a coach and administration may place an athlete on a contract with the purpose of improving behavior or attendance.

DCS minimum academic requirements are a cumulative 2.00 GPA with a passing grade in all current classes.

- 1) The current GPA for each player and manager must be a 70% (2.0) or higher with no failing grades by Monday morning (or the first day of classes), beginning the third week of each quarter and each week thereafter. Eligibility/ Ineligibility for extracurricular activities will begin on the day the report is issued. Activities scheduled for that day are affected by the eligibility report. A notification will be issued to students who fall below the cumulative 70% or receive an F in any class. It is the student's responsibility to present this notification report to their parents/guardians to be signed and returned to the office the next school day. Failure to do so will result in suspension from practice/event participation that day and each day until the report is returned to the school office.
- 2) Ineligibility will end only on the day an eligibility report is issued, lasting one full week. Ineligibility will not end on a day between two eligibility reports. Eligibility/Ineligibility is "rolling"; it is done each and every week throughout the quarter, beginning the third week of school.
 - a) The Eligibility/Ineligibility cycle (see below) may begin on the first class day of any week throughout the semester beginning the third week of school.
 - b) Ineligibility is progressive in nature and consequences are outlined in the chart below.
 - c) Each Monday (or the first day of classes) by 1:00 PM, all teachers, athletic director, all current-season coaches, guidance counselor and office staff will be given a master list of students who fall below the cumulative 70% mark or failing grade.

High School and Junior High Consequences of Ineligibility Report			
Week	Progression	Permitted to	Restricted from
One	Grace Week	Practice and play in games	
Two	Game Probation	Practice only	Participation in events and traveling with the team
Three	Practice/Game Probation	Study or else!	Practice and any participation in events
Four	Removed from team		

Teachers must record grades weekly, as eligibility is tracked weekly after the third week of school. When a student raises his/her cumulative grades to or above the 70% mark, he/she

is removed from probation but will be checked each week. Probation weeks are accumulative for each sport.

For a new sport offered in the same quarter, the previous week's grades will be used to determine eligibility for the new sports season. The eligibility report issued Monday, prior to the beginning of practice for the new sport will determine eligibility. The above chart will then be followed. Eligibility for 7th-8th grade students will follow high school. Eligibility for elementary students will be determined by parent-teacher agreement.

In extenuating circumstances, the administration will review the individual situation.

Financial Obligations and Equipment –

A sport fee of \$150 for elementary, \$200 for junior high, and \$250 for high school athletes will be assessed per season. In several sports, athletes may be required to purchase a portion of the game uniform, which will become their property. Regarding school-issued uniforms, refer to the Equipment section under Basic Athletic Department Policies. Failure to return uniforms or equipment will result in fines and a hold on transcripts and school records.

Beginner music and band fee of \$50 will be assessed and for drama \$125 per play and \$225 per musical. Participants may also be required to purchase additional uniforms, clothes, instruments or equipment.

Insurance –

The school does not carry insurance to cover student athletic injuries. Through DCS, one can purchase a limited Sports Accident Policy.

NILD Eligibility –

If a student with a diagnosed learning difficulty experiences below average grades in a subject, he/she can experience sports eligibility based on attitude (respect to authority), effort (assignments turned in), and demonstration of measures to improve the grade (self advocating, seeking assistance or tutoring, or displaying effort in some other appropriate way). If it appears that a student is not meeting these criteria, a team meeting will be called (involving teacher, coach, parents and therapist).

Physical Examination –

Student athletes must have physical exams updated every two years. This process begins in elementary and should be done every two years for the. Forms are filed in the office. Any athlete who is not updated on physicals will not be allowed to participate in games. Please use the OSAA forms.

Playing Up (When Additional Players Are Needed) –

In rare cases when an elementary or junior high program is unable to field sufficient numbers for a team, try-outs will be held. Opportunity will be given to 4th graders, inviting those interested to play for the 5th-6th team or the 6th graders to play for a 7th-8th team. The Athletic Director and the respective coach will make a determination if the participation numbers are not sufficient to field a team. The student/parents must

understand that priority will be given to upper grade students regarding playing time.

Players will only play up to the next grade level (i.e., 4th on a 5th-6th team or 6th on a 7th-8th team).

The Athletic Director will talk with the 4th or 6th grade teachers if need exists; a note will be sent home notifying parents of need and inviting eligible students to participate. The permission slip for lower grade level students **must be turned in by one week from the date on the form to be eligible to play**. All players will need to have completed a physical form, handbook form, and pre-participation form prior to any practice. Forms are on the website www.damascuschristianschool.org.

Practice Length –

Practices will be generally a maximum of 3 hours per school day. Exception: Summer vacation and weekend hours. As a general rule, high school practices will last approximately two hours and junior high/elementary practices approximately one and one half hours on school days. Each coach will determine “Daily Doubles” schedules prior to school for fall sports. Basketball practice schedules will vary according to game schedule and gym availability. Practices will be held for teams during vacation time or days when school is not in session.

Practices for band, choir and drama may occur within the scheduled school day as a class or be conducted outside the scheduled school day. Practices will be determined by the director or teacher.

DCS, in support of the family/church and youth group, does not allow Wednesday evening practices after 5:30 P.M. and all-day Sunday.

Risk of Participation –

All athletes and parents must realize the risk of serious injury that can result from athletic participation. Damascus Christian School’s best practice is to use the following safeguards to make every effort to reduce the possibility of injuries.

- 1) Conduct a parent/athlete meeting prior to the start of each season to fully explain the athletic policies and to advise, caution, and warn parents/athletes of the potential for injury.
- 2) Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills to be taught in their sport.
- 3) Instruct all athletes about the dangers of participation in the particular sport.
- 4) All parents and athletes must sign a waiver form prior to practices and contests.

Basic Athletic Department Policies and Information –

Codes of Conduct for Sportsmanship –

Athletes – All athletes shall abide by a code of ethics which will earn them the honor and respect that participation and competition in the interscholastic program affords. Any conduct that results in dishonor to the athlete, the team, or the school will not be tolerated. A DCS athlete or student should be diligent in preparation, relentless in effort, disciplined by nature, respectful in actions, self-controlled with words, humble in spirit, and aggressive in pursuit of excellence, without regard to the score, opponent, time, referee, etc. As Christian athletes or students display these characteristics, good things usually happen: teams are successful, players are motivated, prospective athletes want to participate, and, very often, non-believers are drawn to Christ.

Parents and Spectators – It is important to make our guests feel welcome. All visitors should feel as though they have been treated fairly and dealt with in a sportsman-like way. The skills of the visiting team should be recognized and appreciated. Everyone needs to work to create a positive atmosphere at Damascus Christian. The following behavior is not acceptable at any contest: booing or jeering, mocking or taunting or yelling negative comments to other students, players or referees. Never confront referees or other participants during or following a contest. If a problem occurs, inform the school administration (coach/athletic director) and allow them to deal with the situation. 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.

Coaches' and Director's Policies – Each coach or director may establish other rules or standards, unique to that sport or program in which they work, which go beyond those listed in this handbook. The policies will be consistent with and not contradict other school practices and policies. The coach or director will file a copy of the rules with the athletic director.

Conflicts in Extracurricular Activities –

Inevitably, scheduling conflicts will arise in a school situation between athletic events and other school activities. When the athletic schedule is produced, care will be taken by the athletic director to avoid conflicts where possible. In some instances, a student will have to choose prior to the season between such things as playing on an athletic team or taking part in a drama production. Typical conflicts may involve musical performances/competitions with athletic practices or events. A student who is participating on an athletic team is expected to attend all regularly scheduled practices and should not expect to miss practice to try out for another activity such as cheerleading or drama. For students participating in a number of activities, scheduling conflicts will occur. It is important that the student keeps a calendar of activities and, if a conflict is found, immediately informs all sponsors or coaches involved. In order to deal with each participant fairly, a consistent policy is necessary.

If such matters are left unresolved, the athlete is often placed in a difficult position between the athletic coach and the activity sponsor. The student may feel pressured by both sides wanting his or her talents and abilities. The decisions are difficult, but the following guidelines are presented as the method for dealing with activity schedule conflicts:

Priority 1 – Precedence is based on the sanctioning of the activity by the OSAA,

Priority 2 – Contests that are a criteria for advancement to a higher level of competition, such as a state tournament,

Priority 3 – Major competitions and performances, including contests or tournaments determining conference and district championships,

Priority 4 – Including regular scheduled games, contests, and major performances, an event previously scheduled and placed on the school calendar will take precedence over a rescheduled event or addition to the calendar,

Priority 5 – Importance of the student's participation to the success of the group's performance. If, after utilizing the prioritized criteria, all items remain equal, the student in consultation with the principal must make the final decision. [NO PENALTY CAN BE ASSESSED TO THE PARTICIPANT.]

Conflict Resolution –

If a conflict or perception of a conflict arises with a coach or other staff person, the first responsibility is for the athlete to discuss the situation with the coach. This should occur before the parent speaks with the coach. If no resolution is found, the next three steps of appeal are to the athletic director, the principal, and the elder board, in that order. Before or after a game is not an appropriate time for a parent to approach a coach to discuss a situation. A meeting needs to be set up with the coach or coaches.

Dress Code for Practice and Competition –

BOYS (K-12th Grade) – Shirts must be worn at all times. No cutouts or low tank tops and straps need to be three figures in width. Shorts must be worn over leggings or spandex. Minimum length for spandex inseams is 4 inches; longer is preferred. Spandex fit must be tight, so they maintain adequate coverage during the competition. If shorts' inseams are less than 4 inches, spandex must be worn underneath clothing. Shorts should be worn as intended, i.e., not rolled up.

GIRLS (K-12th Grade) – Girls should not change shirts outside of the locker room unless a full-length tank top is underneath. No cutouts or low tank tops and straps need to be three figures in width. Shorts must be worn over leggings or spandex. Minimum length for spandex inseams is 4 inches; longer is preferred. Spandex fit must be tight, so they maintain adequate coverage during the competition. If shorts' inseams are less than 4 inches, spandex must be worn underneath clothing. Shorts should be worn as intended, i.e., not rolled up.

Coaches – No cutouts or low tank tops. Shorts must be worn over leggings or spandex. Minimum length for spandex inseams is 4 inches; longer is preferred. Spandex fit must be tight so they maintain adequate coverage. If shorts' inseams are less than 4 inches, spandex must be worn underneath clothing.

Dropping or Transferring an Activity or Sport –

Quitting a sport after the season has begun may create problems for the entire program. On occasion, a student or athlete may find it necessary to drop an activity or sport for a good reason. If this is the case, the student or athlete is to consult with their immediate director, teacher or coach and also the athletic director or administrator. If a student or athlete drops an activity or sport before the first contest has been held, no fee will be charged.

If an athlete wishes to change sports (drop one and begin another) during the same season, he/she must consult with the coaches of each sport concerned and with the athletic director.

Equipment –

School equipment checked out to the student/athlete becomes his/her responsibility. The student or athlete is expected to keep it clean and in good condition. Equipment, practice gear, and uniforms are to be used only in practice, or contests, or as directed by the coach. **It is not to be worn in PE classes or at other times unless directed by the director, teacher or coach.** Loss of any equipment is the financial obligation of the student or athlete up to the full replacement value. Fees may be charged for late return of equipment. No athlete will be allowed to participate in a sport until all previously issued athletic equipment has been returned or proper restitution is made.

Fan Admission / Season Passes –

Typically, no admission charges are made for junior high contests. Usually, admission charges are only made for lower level high school activities when tied in with a varsity contest. Valley 10 League admission prices will range from \$4 for adults and \$2 for students. Students at Damascus Christian get in free to all home games. Admission is charged for all league playoff or championship level contests. DCS offers season passes for home contests at a highly discounted rate. If DCS hosts a state playoff game for basketball the admission fee is approximately \$6 for adults and \$4 for students per OSAA. Prices for state games are subject to change.

Locker Rooms –

Locker rooms are to remain clean and personal items and assigned team gear is not permitted to be left in the locker room. Spiked or cleated shoes are to be put on and taken off outside of the locker room and the gym. No metal or hard-plastic spikes or cleats are ever allowed in the locker room or any part of the school. It is the responsibility of the coach to ensure the locker room or field is clean before leaving the facility.

Missing Practices / Contests and Removal from a Team –

When a student or athlete joins a team, a commitment is made not only by the student or athlete but by the parents as well. It is hard work scheduling around an athlete's scheduled practices. If an athlete is going to miss a practice or contest, the director, teacher or coach should be consulted as far ahead as possible. If a family finds it necessary to be gone for an extended time during the season, it is important to work with the director, teacher or coach so he/she can plan. Missing a practice or contest can result in some consequence. At times, parents may deem it necessary to remove their student from an athletic team on a temporary or permanent basis. It must be realized that these actions penalize the entire

team in addition to the removed student or athlete. It is suggested that this course of action be viewed as a last resort and used when other disciplinary methods have been exhausted. Regular consultation should be maintained with the director, teacher or coach and athletic director if removal from the team is a consideration.

Participation Policy –

Generally, a student or athlete may participate in only one sport per season. If one desires to participate in two activities or sports during the same season, the athlete must have the support of the director, teacher or coaches of both activities or sports, and work through the administration and Athletic Director to coordinate practices, performances, meets or games in order to gain approval for dual participation.

Participation Policy for Homeschool Students –

Damascus Christian School is a ministry of Damascus Community Church. As a ministry to our church body and the community, where feasible, we will provide opportunity for participation in DCS extra-curricular programs for home-schooled children. The DCS athletic director/DCS administrator and any external requirements such as leagues governing athletic participation or legal requirements, and of course, payment of any associated fees, must grant approval. Expectations, behavior, grades, and attitude shall be the same as a full time DCS student. A homeschool student must fill out the home school application form and all other required forms.

Elementary / Junior High – Home school students must abide by DCS Sports Policies/Procedures.

High School – Home school students must abide by DCS and OSAA Sports Policies/Procedures. All OSAA rules and guidelines can be found at the osaa.org link under Handbook.

Release from Class –

If a student misses a class because of a performance or athletic contest, it is the responsibility of the student to turn in all work due that day BEFORE leaving school. Scheduled tests and quizzes must be taken before leaving unless other arrangements have been made with the teacher. The student is responsible to get notes, handouts, etc. before departure or as agreed upon by the teacher.

Reporting an Injury –

All injuries that occur while participating in athletics must be reported to the coach. If the injury requires medical attention by a doctor or treatment center, it will be necessary to have an injury report form completed by the coach.

Sports Seasons / Practice Times –

High School Schedule (Based on OSAA Regulations)		
Season	Event	Official Date
Fall	First Practice	August 15 th
	First Contest	August 31 st
Winter	First Practice	November 14 th
	First Contest	November 30 th
Spring	First Practice	February 27 th
	First Contest	March 17 th

*For actual dates refer to yearly Sports Calendar

Junior High School Schedule		
Season	Event	Official Date
Fall	First Practice	August 15 th
	Contests	September through October
Winter	First Practice	December 12 th
	Contests	December through February
Spring	First Practice	February 27 th
	Contests	TBD

Squad Selection / Playing Time –

In accordance with our philosophy of athletics and our desire to see as many students as possible participate in the athletic program at Damascus Christian, coaches are encouraged to keep as many students on a team as they can without unbalancing the integrity of their sport. Time, space facilities, equipment, personal preference, and other factors will place limitations on the most effective squad size for any particular sport. Typically, no limitations are put on the number of participants in track.

Volleyball and basketball usually are the most limited because of team size and indoor space limitations. It is the decision of the coach regarding the number of players to be named to a team in a given season.

Students who make a team will not necessarily see equal playing time. No amount of playing time is guaranteed to an athlete. Playing time depends on the attitude, skill and experience of the athlete and how those attributes blend with the rest of the team and the level of competition. At all levels below high school varsity, it is generally expected that an athlete will participate in each competition, but there may be occasions when this does not happen. One exception in junior high may include post-season tournaments/playoffs. The coach may opt to use a more limited rotation of players during the post-season, and will notify squad members of the tentative plan.

Travel –

All athletes are expected to travel to away contests in transportation provided by the school (parents driving for the school must fill out a background check/ driver's insurance verification at the school office *prior to game day*). Any exceptions must be pre-arranged with the athletic director and coach. Athletes are also expected to ride home with the same transportation. However, if a parent/guardian is at the site of the contest, following the game they may take their student after checking with the coach. Athletes will not be allowed to ride to or from contests with other students. If coaches permit it, students may drive only themselves and immediate family members.

When at away events, the coach may decide to stop at a restaurant before or after an event. Appropriate dress and behavior are expected.

The estimated return time for trips varies. Arrange to pick up your child in a timely manner. A coach must wait with the students until all have rides; so, when the team returns late at night, it is important to arrange transportation on time. When parents wait at home for a phone call before picking up their student, it does not work if the parents are twenty or more minutes away. Arrange for the students to call from the away school, a restaurant, or a cell phone. Most coaches should have their duties completed ten minutes after return and be able to go home, too.

Attendance Following Late Night Events – 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 12:00 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.

COMMUNICATIONS & 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. We try to keep information current. Any suggestions to enhance the site are always welcome.

App –

Damascus Christian School has an APP titled Damascus Church and School available for both androids and Apple.

Email –

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

- General school email: DCS@damascuscc.org
- Office Manager, Heidi Hale: heidi.hale@damascuscc.org
- Receptionist/School Nurse, Jessi Veras: jesi.veras@damascuscc.org
- Bookkeeper, Kristie Herdener: kristie.herdener@damascuscc.org
- Superintendent, Zachary Davidson: zach.davidson@damascuscc.org
- Secondary Principal, Dean Davis: dean.davis@damascuscc.org
- Elementary Principal, Sue Rankin: sue.rankin@damascuscc.org

Office Phone –

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

ParentsWeb (FACTS / RenWeb) –

Our school database (www.RenWeb.com) has the ability to send weekly email 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.
- 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 in.
- 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!

STATEMENT OF FAITH (ARTICLE III)

The DCC statement of faith, under the authority of the Word of God, is the foundational guiding document for what DCC teaches¹.

A. Scripture

We believe the original autographs of the sixty-six books of the Old and New Testaments to be the inerrant Word of God written by men moved by the Holy Spirit. Our contemporary manuscripts are reliable². 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 the diligent study of the text and context, using the grammatical-historical method of interpretation, under the enlightenment of the Holy Spirit (Ps. 119:160; 2 Tim. 2:15; 2 Tim. 3:16-17; 2 Peter 1:20-21; Jude 3).

B. 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; Deut. 6:4; Isa. 6:3; Matt. 28:19; Col. 1:15-17; Heb. 1:3).

God the Father – 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 (1 Chron. 29:11; Ps. 103:19, 145:8,9; Luke 3:38; John 1:12,1:18, 3:3; Rom. 11:33; I Cor. 8:6; I Cor. 11:3; Eph. 1:3-6; Heb. 12:5-9; I John 3:9).

¹ When there is a need for more specific detailed guidance or application on particular topics, the DCC Elder Council has provided position papers to help the church family understand and apply our sincerely held beliefs in our statement of faith. These position papers can be found on the DCC web site, or upon request from the DCC Elder Council.

² The church uses a variety of translations, but for the sake of consistency, we are using the English Standard Version.

God the Son – 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; Is. 53:5-6; Matt. 1:18-23; John 1:1, 14; Acts 2:36; Acts 1:3-11; Rom. 8:34; Col. 1:15-20; I Thess. 4:16-17; 1 Tim. 2:5; Heb. 1:1-3, 7:25; I Peter 3:18; Rev. 19:6, 11-20).

God the Holy Spirit – 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 regenerating, 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, 2:1-21, 5:31, 11:18; Rom. 8:5-27, 12:4-6; I Cor. 12-14; II Cor. 1:21-22; Gal. 5:22-23; Eph. 1:13, 3:16, 4:4-6, 5:18; 2 Tim. 2:25).

C. Mankind

We believe that mankind, first male and then female, was directly and immediately created by God in His image, giving all human life unique value. God immutably bestows upon each person male or female gender, genetically determined at conception. 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 and in need of salvation by God's grace and transformation into the image of the perfect man, Jesus Christ. (Gen 1:26-28, 2:7, 20-23; John 3:16-18; Rom 3:23, 5:12; 1 Cor. 10:31, 15:21-22; 2 Cor. 3:18, 4:11; Eph. 4:13; 1 Tim. 2:13.)

D. Sin

God is righteous and has revealed righteousness in terms of human behavior through His Word. This includes both commandments and principles for living as He designed us to live, in order to experience our greatest joy in Him. 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, human behavior, and the source of our true joy. 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. As believers in Jesus, we are in the process of becoming like Jesus with the expectation that we will sin less as we grow through the sanctifying work of the Holy Spirit and ultimately will be sinless upon entering His eternal presence, our eternal joy. (Ps. 51, 119; John 3:16; Rom. 3:21-26, 5:12-19, 6:23; Gal. 5:22; 2 Cor. 3:18; Eph. 2:1-3; I John 1:8-10, 3:2-3; Jude 24).

E. Salvation

We believe that salvation from the condemnation that results from sin is wholly of God, and only 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).

F. 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, of which Christ is the Head . Believers are to assemble in local churches as the body of Christ to fulfill the purposes Christ gave His Church (Matt. 16:18; Acts 14:23,27; 20:17,28; 1 Cor. 12:12, 13; Gal. 1:2; Eph. 1:22-23, 4: 4-6, 15; Phil. 1:1; Col.1:18; I Thess. 1:1; 2 Thess. 1:1, Heb. 10:25).

We believe the Church's purpose is to worship and glorify God by devoting itself to prayer, by praise, by building itself up in the faith, by instruction of the Word , by fellowship , by keeping the ordinances , and by advancing and communicating the Gospel to the entire world (Matt. 28:19; Luke 22:19; Acts 1:8, 2:38-47; Eph. 3:20-21, 4:11-16; 2 Tim. 2:2,15; 3:16,17; I John 1:3).

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 prophecy (Rom. 12:4-6; I Cor. 12-14; Eph. 1:13; 4:4-12).

We believe that the unity Christ gives us bears witness to His saving and sustaining grace (John 17: 20-26; Eph. 4: 1-6; 1 John 2:9-19).

We believe that the one, supreme authority for the Church is Christ through Whom order, discipline, and worship are established. (Matt. 28:18; Col. 1:18; Eph. 1:22-23).

We believe the disciplining of sinning members of the congregation is in accord with the standards of Scripture (Matt. 18:15-22; Acts 5:1-11; I Cor. 5:1-13; 2 Thess. 3:6-15; I Tim. 1:19-20; Titus 1:10-16).

We believe that two ordinances have been committed to the local church: Believer's Baptism and the Lord's Supper (Matt. 26:26-28, 28:18-20; Luke 22:19-20).

G. Christian Relationships

The believer has responsibilities in relationship to the three institutions God has established: the family, the state, and the church.

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 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, 9:6; Ex. 20:13-14; Deut. 32:39; I Sam. 2:6; Ps. 127:3, 139:13-16; Matt. 19:3-9; I Cor. 6:18; Eph. 5:21-6:4; I Tim. 5:3-8).

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 (Acts 5:25-32; Rom. 13:1-7; I Tim. 2:1-4).

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 (Matt. 28:18-20; Acts 1:8; Rom. 12:1-16; I Cor. 6:1-8, 16:1-2; II Cor. 9:6-9; Eph. 4:1-16; Phil. 2:3-4).

H. 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 (demons), 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).

I. 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. All of this has clear implications for our behavior in this present age, for "... 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." (Dan. 9:24-27; Zech. 14:4-11; Matt. 24:36; John 14:1-3; I Cor. 15:51-58; I Thess. 4:13-18; Titus 2:11-14; II Peter 3:10-13; 1 John 5: 11-12; Rev. 12:7-12, 20:1-22:7).