



STUDENT HANDBOOK

2009-10

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MESSAGE FROM THE PRESIDENT

Dear Students,

Having completed our 51st year as a Christian school, it is with much anticipation and excitement that I look forward to our 2009-10 school year. As President of Dallas Christian School, it is my honor and privilege to serve and support each of you as you grow academically, physically, and most importantly, as you grow spiritually in Christ.

In our preceding years, DC has been blessed by its former students, parents, teachers, and administrators to grow into a very special place. Their faith, hard work, and perseverance have guided and encouraged us to strive toward excellence as a school while building a strong spiritual relationship in Jesus Christ. If you are either a new student or one that has been at DC for some time, let me encourage you to let your light so shine before others that they may see the glory of our King through our lives.

As you begin the new school year, I want to encourage you to become involved in the many opportunities you will have throughout the year to be a part of the DC culture. Whether it is academics, fine arts, athletics, or special service projects, support your classmates and school as we continue the Charger tradition of excellence and service to Christ. The time you spend at DC is precious in so many ways. Let us use each day and each moment to the glory of our God. Have a fantastic year!

In Him,

Terry Harlow
President

MISSION STATEMENT

The mission of Dallas Christian School is to provide an excellent education in a Christ-centered environment.

PHILOSOPHY AND BELIEFS

A. Philosophy

Dallas Christian School strives to give honor and glory to God through Jesus Christ by educating students in a loving, nurturing environment, in partnership with parents, to be committed and productive Christian servants in all areas of this life, and in preparation for eternity. We, Dallas Christian School, believe that the Bible is the inspired word of God, that Jesus Christ is God's son, and that the Holy Spirit dwells in each of us. We believe that all have sinned, and fallen short of the glory of God, and that God seeks to reconcile His creation to Himself. We believe that Christianity promotes high ideals, develops strong character, and holds the only promise for eternal life with God. In light of each student's individuality, we seek to develop his/her mind and character through a working partnership with parents. Dallas Christian School, established by members of the churches of Christ, centers its entire program on Christian principles.

B. Beliefs

1. Spiritual and Moral Responsibility

Dallas Christian School seeks to:

- a. Teach each student that he or she is an individual created in the image of God, (Gen. 1:26-27) with individual responsibilities in this life, and individual hope for life to come.
- b. Develop a knowledge, appreciation and respect for God, His son, Jesus Christ, the indwelling of the Holy Spirit, and to instill a desire to do His will in each student.
- c. Communicate the fundamental importance of developing a personal relationship with Jesus Christ and the importance of His Body in the world and in the church.
- d. Teach students how one becomes a Christian and leads a life of service that brings glory and honor to God.
- e. Teach a commitment to the practice of high moral and ethical values in personal, family, and community living as the logical and necessary out-working of faith in Christ.

- f. Allow the Holy Spirit to kindle and develop a student's desire to be more reverent, respectful, humble, and keenly aware of the awesomeness of our God through active participation in chapel, and other devotional activities.
- g. Provide a distinctly Christian learning environment where:
 - * Every teacher is a Christian.
 - * Every subject is taught from a Christian viewpoint.
 - * Bible classes are required of all students.
 - * Daily periods of worship are an integral part of the program.
 - * Special emphasis is placed on training for service.

2. Academic

Dallas Christian School seeks to:

- a. Stimulate in each student an intellectual capacity motivated by love of God and fellow man.
- b. Assure that each student has the opportunity to develop their God-given gifts to the fullest in all areas of learning, providing various teaching styles appropriate to the individual student.
- c. Develop academic skills and disciplines that:
 - * Produce a highly motivated, life-long learner.
 - * Enable each student to read with understanding and pleasure.
 - * Provide each student with the ability to effectively use the English language to express thoughts, ideas, and feelings in both speaking and writing.
 - * Prepare each student to use research, analysis, and evaluation in making decisions and problem solving.
 - * Provide each student with an understanding of and the ability to use the basic mathematical skills essential to the workplace and everyday living.
 - * Prepare each student to act upon the basic principles of science necessary for work, daily living, and personal safety.
 - * Assist students in gaining knowledge of the geography and history of the United States and of the world.
 - * Provide students with the knowledge of social structures of the United States and of other societies in order to help the student identify with the present and meet the demands of the future.
 - * Provide students with the competence needed for the use of computers and other information technologies.
 - * Provide students with a basic understanding of the fundamental economic structures and processes of the American system.

- d. Teach cultural and aesthetic appreciation that:
 - * Provides the student with an exposure to cultures other than those in the United States and to languages other than English.
 - * Develops in the student an appreciation for aesthetics through organized participation in the Arts through classes in art, choral and instrumental music, and drama.

3. Family

Dallas Christian School seeks to:

- a. Encourage and support the stability and integrity of the family, which is uniquely designed by God to nurture children.
- b. Establish meaningful lines of communication between the school and parents.
- c. Communicate, in a timely fashion, the progress their children are making at school.
- d. Make available to parents and/or guardians supplemental resources and programs to assist them in meeting some of the specific educational challenges faced by their children.
- e. Encourage the participation of parents in all phases of the education of their children.

4. Social and Civic Responsibility

Dallas Christian School seeks to:

- a. Teach students the importance of loving and respecting each other, because all people are valuable in God's eyes, regardless of physical, social, economic, ethnic, or other factors.
- b. Teach students to recognize their weaknesses without developing a sense of failure, to overcome their weaknesses when possible, and to develop their strengths.
- c. Provide students with the opportunity to participate in group activities designed to develop cooperative attitudes and skills.
- d. Teach students that a person's value is independent of his or her performance.
- e. Discipline students for misbehavior in a way that:
 - * Recognizes individual worth.
 - * Leads to taking personal responsibility for one's actions.
 - * Encourages the development of self-discipline.
 - * Restores relationships with both God and man.

- f. Develop in the student a readiness to assume the rights and responsibilities inherent in membership in a democratic society.
- g. Instill in the student a respect for a lawful society by adherence to lawful practices that uphold rights and freedoms guaranteed to fellow citizens.
- h. Develop skills in the student that would enable participation in the electoral processes of this country.

5. Physical Growth and Development

Dallas Christian School seeks to:

- a. Teach students that the body is a creation of God, the place He desires as His temple, and should be respected and cared for accordingly (I Corinthians 6:1-20).
- b. Provide daily, systematic and organized physical activities.
- c. Help the student develop physical skills that will help them refresh and recreate their bodies throughout life.
- d. Teach students physiology, hygiene, nutrition, and safety.
- e. Instruct students in Christian principles relating to all aspects of physical activities.
- f. Teach students the recognition and prevention of communicable diseases and other environmental health problems.
- g. Develop character through the teaching of Christian principles in competition, realizing that the highest achievement one can claim is that he did his very best, and that with victory comes humility.

ADMISSIONS

A. Agreement with Christian Principles

Each student who is admitted to the school agrees to abide by the requirements, regulations, and policies established by the administration and Board of Trustees in the Dallas Christian School Policy Manual and Parent/Student Handbook.

Continued enrollment for all students at Dallas Christian School is contingent upon acceptable levels of **attendance, behavior, psychological maturity** and **academic achievement**. These areas will be reviewed for each student in May and a decision will be made regarding future enrollment at Dallas Christian School based upon the student's performance in each of the areas. Acceptable levels will be determined by Dallas Christian School administration.

B. Incoming Transfers

Applicants for admission to Dallas Christian School must furnish evidence that they are physically and emotionally fit, of good moral character, and academically capable. All applicants must:

- have not been expelled or placed in an alternative educational setting from school last attended;
- be in good academic standing;
- be free of moderate learning or behavioral problems;
- not be coming directly from any type of rehabilitation program (i.e. drug, alcohol, behavior, mental, etc.);
- complete all of the application procedures detailed in the admission material;
- be eligible for re-enrollment in school last attended;
- have read and agreed to comply with all policies in this Handbook.

All new students will be accepted on behavioral and academic probation for a period of nine weeks to one full year from the date of enrollment, or a period to be determined by the administration. During this period, conduct and scholarship will be monitored closely. Continued enrollment is dependent on acceptable levels of **attendance, behavior, psychological maturity and academic achievement.**

C. Procedures for Re-enrollment After Non-Voluntary Withdrawal

1. Fill out new application form.
2. Send:
 - a. Three reference forms completed by teachers who have had immediate contact with the prospective student during the time that the student has not attended Dallas Christian School.
 - b. All school records dealing with the time that the student has not attended Dallas Christian.
 - c. Evidence of exemplary behavior and academic record from an accredited school(s) since leaving Dallas Christian.
3. Recommendations from the student's counselor will be solicited.
4. Entrance test may be required.
5. The interview will take place before a faculty/administrative committee.
6. The committee will vote on acceptance or non-acceptance of the candidate after the interview and after all related materials have been received. Parents and student will be notified in writing.
7. Any re-admittance to Dallas Christian School will be on a strict probationary basis.

D. Health Requirements

Students must provide current health records, including Texas immunizations requirements, prior to enrollment. Current immunization requirements are listed in this handbook.

E. Residency Requirements

Students are required to live with their parents or legal guardians. The school president must approve any exceptions.

FINANCIAL AID

Financial aid is available on a limited basis. To be eligible one must do the following:

- < Must be enrolled for the upcoming school year
- < Must complete the FACTS application
- < Provide most recent W-2 form
- < Academics, behavior, school involvement and financial need all contribute to the decision of the financial aid committee
- < Deadline for application is April 15 each year and must be completed annually

The following standards must be maintained to retain financial aid status:

- < Exemplary behavior - Students must adhere to the DCS handbook code of conduct. Academic and behavioral standards must be maintained consistently.
- < No semester grade below 70.
- < Middle School/High School students must participate in at least one extracurricular activity.
- < Parents and students must follow teacher/administrator recommendations as they pertain to academic needs for the student.
- < Prompt payment of tuition. Tuition in arrears will result in loss of scholarship.

HEALTH SCREENINGS

Each year all students in K4, K5, LEAP, 1st, 3rd, 5th, and 7th grades and new students in all grades are given a vision and hearing screening. In addition, students in 1st, 3rd, 5th, and 7th grades are given the ANTES (screening for type 2 diabetes). Scoliosis screening is given for students in 6th and 9th grades. If it is indicated that a student may have symptoms of a potential problem, parents will be contacted with follow-up recommendations.

IMMUNIZATIONS

Please open the attached link of 2009-2010 Texas Minimum State Vaccine Requirements for Students in Grades K-12. Dallas Christian School requires all students to be in compliance with the state of Texas immunization requirements.

<http://www.dallaschristian.com/dallaschristian/lib/dallaschristian/ImmunizationRequirements.pdf>

Requirements for **K3 and K4** students are as follows:

By 43 months of age:

Four doses of DTaP/DT/DTP

Three doses each of polio and hepatitis B^d

Two doses of hepatitis A^d

One dose each of MMR^{b, d}, Hib^c, and varicella^{d, e} received on or after 1st birthday

In addition, the following vaccine is required:

24 months through 59 months:

One dose of pneumococcal vaccine if a child is unvaccinated or partially vaccinated and healthy

OR

If a child is unvaccinated or partially vaccinated and at high risk*, two doses are required.

*Physicians will determine if a child is high-risk and vaccinate accordingly.

If you have questions related to immunization requirements, you may contact our school nurse, Pam Merkin, at 972.270.5495, ext. 263 or by e-mail at pmerkin@dallaschristian.com.

MEDICATIONS

When the schedule permits, medications should be administered at home; however, if it is necessary that your child take them during school hours, the medications must be brought directly to the school office. Parents or guardians must submit a medication authorization form with the medicine, in order for school personnel to perform the service of administering it. All prescription and non-prescription drugs are to be properly stored in the office or clinic. Some will be stored in a locked container. All prescription medication must be in the original prescription bottle labeled with student's name, name of medication, dosage of medication and directions for dispensing. No medication will be accepted or given unless in the original bottle. All over-the-counter medication must be in the original bottle. No loose medication will be accepted. Age appropriate students with asthma may be allowed to possess and self-administer prescription asthma inhalers with written permission from the parent. Age appropriate students with severe allergies may be allowed to possess and self-administer Epi-pens with written permission from the parent.

A student demonstrating symptoms of a contagious illness or disease, body parasites or other ailments which might be detrimental to the health of that student or the larger group of students, may be excluded from school attendance until such time as the individual is free of symptoms, has been satisfactorily treated, or submits a signed physician's statement that the student is not contagious. The school administration reserves the right to make certain judgment calls pertaining to a student's re-entry into class after treatment of a contagious illness or infection, even with a doctor's note. Examples of those symptoms (not necessarily all inclusive) are:

- *Temperature of 100 degrees or more in the last 24 hours*
- *Pain and /or swelling at the angle of the jaw*
- *Undetermined rash over any part of the body*
- *Undiagnosed scaly patches on the body or scalp*
- *Small white nits on the shaft of hair*
- *Nausea, vomiting, or diarrhea*
- *Red, draining eyes*
- *Small raised red bumps or blisters on the skin with severe itching*
- *Open, draining lesions*
- *Signs of jaundice*
- *Blisters on the skin that open and become covered with a yellowish crust*

SCHOOL CLOSINGS FOR BAD WEATHER/EMERGENCY

If the school is going to be closed on a regular school day because of inclement weather or an emergency, the following media will carry the news:

- FOX-TV CHANNEL 4
- KXAS-TV CHANNEL 5
- WFAA-TV CHANNEL 8
- KTVT-TV CHANNEL 11
- KRLD Radio 1080 AM
- KLTU Radio 94.9 FM

STUDENT/PARENT APPEAL OR COMPLAINT PROCESS

The purpose is to establish a process for the timely and orderly resolution of student and/or parent appeals or complaints. It is the Board's intent that all disagreements be resolved at the lowest possible level.

Throughout the appeal or complaint process, mutual respect should be demonstrated by all parties and the dignity of all parties involved will be preserved. The focus of discussions shall be on problem resolution that is mutually acceptable rather than an adversarial win-lose conclusion.

Retaliation of any kind against a student or parent for utilizing this procedure is strictly prohibited.

A standing Appeals Review Committee will be appointed by the Chairman of the Board. The Committee will consist of three or five board members. The Committee will act on behalf of the Board in regard to appeals or complaints that it hears. However, the Committee will not have the authority to establish or revise policy. New policy and/or changes to existing policy requires full Board approval.

The Committee will provide a report to the Board on each case that it hears.

Individual board members may not participate in the resolution process until the complaint is properly before the Board or the Appeals Review Committee.

Step 1: If the complaint or appeal involves a problem that results from the action of a teacher, the student/parent shall discuss the matter with the teacher involved. If an acceptable resolution is not achieved at this step, the teacher will arrange for a Step 2 meeting. If the complaint involves alleged discrimination, retaliation or harassment by a teacher, the student/parent shall discuss the matter with the principal, who will attempt to resolve the matter.

- Step 2: If the problem does not involve a teacher or if an acceptable resolution was not achieved at Step 1, the student/parent shall meet with the principal to discuss and resolve the matter. If an acceptable resolution is not achieved at this step, the principal will arrange for a Step 3 meeting. If the complaint involves alleged discrimination, retaliation or harassment by a principal, the student/parent shall discuss the matter with the President, who will attempt to resolve the matter.
- Step 3: If an acceptable resolution is not achieved at Step 2, the student/parent shall meet with the President to discuss and resolve the matter. If an acceptable resolution is not achieved at this step, the President will arrange for a Step 4 meeting.
- Step 4: If an acceptable resolution is not achieved at Step 3, the student/parent shall meet with the Appeals Review Committee to present their case for a final decision. Prior to the meeting, both the President and the student/parent shall submit a written description that includes a statement of the issue, the facts that support their position, and the solution sought. The Committee shall conduct the meeting with the President and the student/parent present. The Committee shall render its decision in writing. The decision shall be reported to the Board at its next regularly scheduled meeting.

No procedure or step in this policy shall have the effect of requiring a person alleging discrimination, retaliation or harassment to present the matter to a person who is the subject of the complaint.

EXCLUSIONS: The Board and/or the Appeals Review Committee may determine, at its discretion that certain issues (including but not limited to complaints or appeals regarding demerits or detentions) do not call for Board action. In such cases the final step in the appeal/complaint process will be Step 3.

Frequently Asked Questions

1. Lost items? Where do I go if I have lost something?
Each building has a designated area for lost and found items. Articles of clothing and any other personal items should be labeled.
2. Use of school telephone? Can I use the school phone?
The administrative offices of each building have phones available for emergency use by students.
3. Lunch? What do I do about lunch?
Lunch is catered by a variety of local vendors. Students may bring their lunch on any school day.
4. Textbooks? What do I do about books?
Textbooks are provided for students as part of the tuition. Students are responsible for the books and will be required to pay for any that are damaged or lost.
5. Illness? What do I do if I become sick?
If students become ill, they should go to the office and their parents will be contacted.
6. Leaving school? What do I do if I need to leave school?
All students must receive permission from the administration prior to leaving the campus.
7. Visitors? What about visitors at school?
All visitors are welcome and must report to the office. Administration will determine the appropriateness of the visit.
8. Valuable items? Do I bring ipods and other valuables (including clothing, cash, electronics, etc.) to school?
No! Please do not bring valuable items to the campus.

EXTENDED SCHOOL DAY PROGRAM

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EXTENDED SCHOOL DAY PROGRAM

INTRODUCTION

Welcome to the Extended School Day Program of Dallas Christian School. It is our sincere desire that your association with us will be a happy and rewarding time for you and your child. We at the Extended School Day Program of Dallas Christian School realize that the children of today are the hope of tomorrow. Because of this realization, we are aware of the important role we play in your child's life. We therefore aim to make the time your child spends with us happy, informative, and peaceful. Regardless of race, ethnic, or religious background all children are welcome to spend their precious days with us. We openly acknowledge Jesus as our Savior and God as our Creator.

This year your child will be enhancing their learning skills from special activities that have been arranged for each age group. Through the use of manipulatives younger children will learn shapes and sizes, counting, grouping, classifying, matching, and problem solving. Manipulatives will help them concentrate and develop fine motor skills. All children will develop social skills and the ability to get along with others through dramatic play while using their imagination and creativity. In the art center they will express themselves using creativity and develop good eye and hand coordination. Books will help our students learn many words, concepts and ideas as well as increase their vocabulary and improve their language skills. Snack Time will allow your child to socialize and interact with friends. It will enhance their social skills and language development. Group Time will teach them that they are part of a larger community. They will learn to listen to others, wait their turn and follow directions. Quiet Time will help them to learn how to control their emotions. Playing outdoors will let your child run and jump and scream and use their energy in a controlled environment. Pulling, throwing, and climbing will help them develop their large muscles, balance, and body coordination.

The other children will formulate questions about what is happening and what will happen next time in the area of science. They will learn to develop an appreciation for the arts and the ability to be musical. They will improve their listening skills and learn how to differentiate sounds. In the area of writing they will be able to see how the written word is a part of the world we live in. Board games and crossword puzzles will help them to enhance their writing skills.

Minimum Standards for the State of Texas are available upon request. The most recent Texas Department of Family and Protective Services inspection form is available upon request. The Texas Department of Family and Protective Services website is www.dfps.state.tx.us. The Texas Department of Family and Protective Services Hot Line is 1-800-252-5400.

ADMISSIONS

In addition to the Dallas Christian School Admissions forms, the Texas Department of Family and Protective Services requires Admission Information (Form 2935).

ARRIVALS AND DEPARTURES

State law requires parents to leave children in the presence of staff personnel. The Extended School Day Program begins at 7:00 a.m. for ECLC and Elementary children. Prior to 8:00 a.m., ECLC children are to go to the ECLC cafeteria using the side entrance. Elementary children are to go to the upstairs cafeteria in the Elementary building. The Extended School Day Program is made available until 6:00 p.m. Please see the Middle/High School section of this handbook for Before/After School policy.

Due to our concern for your child's safety, parents or authorized persons must pick up their child. Parents must come to the Extended School Day office and sign their child out at the time of departure. Please do not feel offended if you are asked to show identification. This is for your child's safety. No child will ever be released to persons other than those you list as authorized to pick up your child.

CLOTHING

We are pleased that children may play outside every day. Girls are required to wear shorts under their dresses. Please label all clothes, coats, hats, sweaters, shoes, and lunch boxes with your child's name, classroom teacher's name and grade level. This campus is on the highest hill in Mesquite. It is almost always windy. Please dress your children warmly and provide covering for their ears.

REST PERIOD

A supervised rest period on mats shall be provided for all preschool children daily.

SPECIAL EVENTS/PROJECTS

Parents are encouraged to attend and support their child's participation in activities not sponsored by Dallas Christian. However, no child will ever be allowed to leave the center for these activities without prior written notification from the parent. Such written notification must give consent for the child's participation and allow the activity sponsor to take the child from the center.

STUDY PERIOD

A study period will be provided for school-age students. The study period is twenty to thirty minutes long. We will encourage your child to work on their homework. Study materials appropriate for each grade level will be available and provided for those not having homework.

QUESTIONS AND CONCERNS

Please feel free to discuss any unanswered questions that you may have with your child's director, Rebbie Woods, at 972.270.5495, ext. 246. If for any reason there is a policy change, parents will be notified in writing. We look forward to a happy and safe school year with your child. Your child is our most important concern.

**EARLY CHILDHOOD LEARNING CENTER (ECLC)
and ELEMENTARY**

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Message from the ECLC/Elementary Principal

The ECLC and Elementary are places where the Dallas Christian mission comes alive daily. The mission of providing an excellent education in a Christ-centered environment is the focus of all learning from K3-5th grade. In providing this excellent education, the whole child is developed through learning experiences that help him/her grow intellectually, physically, socially and spiritually.

All learning is only successful when it is accomplished in partnership with the parents of each of the students. So, please join the teachers, staff, students and other parents in an exciting year of developing God's children into successful, lifelong learners.

Doing what's right for kids,

Jennifer Webb
Principal
ECLC/Elementary

ACADEMIC SUPPORT

Dallas Christian School recognizes that in order for some students to be successful in meeting the demands of our academic program, support services must be available. In addition to speech and language therapy, which can be provided by our speech-language pathologist, the S.C.H.O.L.A.R.S. Lab ALPHA program provides multi-sensory therapy for students with dyslexia and related disorders.

In order to be considered a Lab candidate, a student must undergo a full battery of psycho-educational diagnostic testing. A qualified professional must administer this Full and Individual Evaluation within the past three years certifying that the student has a specific learning difference. Each principal keeps a referral list for these services.

Costs for these programs vary. Presently the S.C.H.O.L.A.R.S. Lab tuition is \$2,200 and the S.C.H.O.L.A.R.S. Lab ALPHA tuition is \$2,600 per year in addition to the regular annual tuition. A review committee consisting of the classroom teacher, campus administrator, S.C.H.O.L.A.R.S. instructor and/or speech-language therapist, and parent(s) will review placement annually.

ACCELERATED READER PROGRAM

This is a national reading program designed to enrich our reading curriculum. Students in 2nd through 5th grade may participate in this program.

ARRIVAL AND DISMISSAL

K3

School Hours 8:00-11:00

Students must be picked up by authorized persons.

ECLC

For accounting purposes students will be counted tardy at 8:05 a.m. However, it is very important that students begin the day by arriving on time.

School Hours

K4	8:00 - 1:30
K5, LEAP	8:00 - 2:30
First Grade	8:00 - 3:00

ECLC students will be unloaded from their vehicles by school personnel at our front door at 7:50 a.m. Students arriving before 7:45 a.m. should report to the ECLC cafeteria.

End of the day dismissal procedures:

- Students are to go directly to their assigned areas and listen for their names to be called.
- Students are to follow the directions of the adults in charge.
- All ECLC students will be loaded into vehicles by ECLC personnel.

Dallas Christian provides after school supervision of students for **only those who are enrolled in the Extended School Day Program**. Students who are not picked up in a timely manner will be charged a late fee.

If a student is to be picked up before the regular dismissal time, the parent or guardian should make the request in writing -- stating the reason for the early release. Emergency requests may be made by phone or in person. **Always** check in at the office so that the student can be called out of class (with the least amount of disruption.)

Elementary - School Hours – 2nd - 5th grades - 8:00 a.m. - 3:00 p.m.

It is very important that students begin the day by arriving on time. Students who arrive as early as 7:00 a.m. will be monitored at no cost to parents.

Tardies

Students who arrive after 8:00 a.m. need to bring a note from their parents stating the reason for the tardy.

Elementary students are to be picked up at the elementary building only. Students who must stay after 3:15 p.m., will need to be enrolled in the Extended School Day program. Parents will be responsible for the normal Extended School Day fees and must pick up their child from that area.

If a student is to be picked up before the regular dismissal time, the parent or guardian should make the request in writing, stating the reason for the early release.

Emergency requests may be made by phone or in person. **Always** check in at the office so that the student can be called out of class without disruption.

ATTENDANCE

Daily school attendance is vitally important to the ongoing process of educating our students. Therefore, it is the responsibility of both the home and the school to encourage students to attend school regularly. Absences in excess of ten days may cause the student to be subject to retention of that grade. A student who is absent 3 or more days in succession may be required to provide a doctor's note. Students must be at school 4 hours to be counted present for a full day.

Notification of absences

Parents are asked to call the school office at 972.270.5495, ext. 245 for ECLC or ext. 250 for Elementary, by 9:00 a.m., when their child is going to be absent. Requests for class assignments can be made after a student is absent 2 days, and may be picked up at 3:30 p.m. on second day.

Absence notes-parents

Parents are to send a note to the school office when their child returns to school from an absence that did not require a doctor's visit.

Absence notes-doctors

Parents are to obtain a doctor's note each time their child goes to the doctor for an illness that requires the student to miss school. Those notes are to be turned in to the school office when the student returns to school.

Excused absences

- Personal illness
- Funerals
- Emergencies which arise before school such as accidents or transportation difficulties
- Doctor appointments (parents are asked to schedule these during non-school hours, if possible, and to avoid making appointments that would cause the student to miss the same class repeatedly)
- Educational travel that has been pre-arranged by a parent a week in advance and approved by the principal.

Unexcused absences

- Skipping classes
- Shopping, visiting, and personal business (requests for excused absences in these situations should be made only in emergencies when others cannot fulfill these responsibilities, and must be approved by the principal.)
- Suspension from school
- All absences beyond 10 days not covered by a doctor's note (trips are included in the 10 days not covered by a doctor's note)

CHAPEL

Chapel is a very special time. Following is the basic chapel routine:

- Pledge to the flag and sing a patriotic song
- A devotional or skit led by students and teachers (moral stories, biblical stories, anecdotes, illustrations, scripture reading, and prayer)
- Adult speakers periodically (our president, youth ministers, ministers & other guest speakers)
- Daily announcements

CONDUCT OF STUDENTS (expectations, guidelines/rules, and consequences)

A high standard of acceptable behavior is essential at Dallas Christian School. Students will be expected to conduct themselves in a manner that will contribute to the optimal learning environment. Politeness, cooperation, and obedience are the guiding principles.

Specific guidelines

- A. Students will enter and exit the buildings in an orderly fashion at all times. They will be expected to act in a safe and responsible way while moving about the campus before, during, and after school hours. We will maintain a safe and respectful atmosphere at all times.
- B. Gum chewing is not allowed in the school buildings.
- C. Hats or caps will not be worn inside the school buildings -- except on special occasions.
- D. The personal and property rights of others are to be respected by all students at all times while under supervision of the school.
 - 1. Fighting, hitting, tripping, shoving and throwing objects or any other horseplay are strictly prohibited.
 - 2. Any student who destroys or defaces property will be subject to disciplinary action. The student's parents will be responsible for repairs and/or the replacement costs.
 - 3. Profanity, vulgarity, sexually explicit and/or abusive language may be cause for immediate dismissal.
 - 4. Students who are disrespectful to adults will be subject to probation, suspension and/or dismissal.
 - 5. Students discovered stealing will be subject to loss of privileges, repayment and/or suspension.
 - 6. Any inappropriate sexual contact or behavior will have serious, immediate consequences, which may include dismissal.
 - 7. Any student in possession of or under the influence of tobacco, alcoholic beverages, or illegal drugs will be subject to severe consequences, including expulsion.
 - 8. Any student in possession of any type of weapon (including, but not limited to, knives and guns) will be subject to severe consequences, up to and including expulsion.
- E. ECLC/Elementary Cell Phone Policy
No cell phone use will be allowed during regular school hours. Cell phones that are heard or observed during regular school hours will be removed from the student's possession and appropriate discipline will result. The student's parent will be called to pick up the cell phone. No cell phone will be released to students.
- F. Academic Integrity
It is our goal that each Dallas Christian student model academic integrity. Academic cheating is the attempt to obtain information, knowledge, or material from any other source and submit it as one's own work. This can be done either by giving or receiving information for homework, classroom

assignments, or tests. Cheating in any form is not in keeping with expected moral, ethical, or spiritual values. Academic integrity is an attitude that values honesty above grades, friendship, social acceptance, and peer pressure.

Cheating consequences will be as follows:

- a. 1st time - receive a “0”, parent/teacher/student/principal conference, and/or one day in ISS (in-school suspension), and may be placed on probation.
- b. 2nd time – receive a “0”, placed on probation, and a 3-day suspension.
- c. 3rd time - receive a “0” and be expelled for the remainder of the academic year.

Violations noted above will result in disciplinary action. Repeated and/or serious offenses may result in disciplinary action up to and including suspension or expulsion. Each disciplinary referral to the office will be documented and parents will be notified. Note that the violations listed above are examples. Dallas Christian School reserves the right to take disciplinary action that it deems appropriate for any behavior that it believes is inappropriate.

DEVELOPMENTAL READINESS

Students attending ECLC and K3 classes must be toilet trained. No pull-ups or diapers of any kind are permissible. When students have accidents, the parent may be contacted to pick up the student. If the incontinence continues, the student may be dismissed until toilet training is completed.

DRESS CODE

Students are required to wear uniforms daily unless otherwise directed. Uniform pieces must have the new Charger logo. All components must be purchased from Mills Uniforms. Various components may be worn daily except on designated special dress days.

Designated Special Dress Uniform Day requirements:

Boys

- Long khaki pants (plain or pleated)
- Brown or black belt
- White dress shirt (long or short sleeve)

Girls

- Plaid jumper/white Peter Pan blouse (K3-2nd)
- Plaid jumper/white blouse or plaid skirt/skort and ¾ sleeve white blouse (3rd-5th)
- Skirt and walking short lengths are based on a standard of four inches above the knee when measured from the floor in a kneeling position.

Shoe Requirements - Casual shoes should be neutral or school colors that

coordinate with the uniform. Dress shoes should be traditional black or brown. All shoes should have closed toes and closed heels. No lights, pumps, neon colors, sounds, skate shoes, “mood” or “color changing” inserts. No boots of any kind, clogs, sandals, or flip-flops.

Sock Requirements

White, grey or black socks, short or long, are to be worn with shorts. Solid color coordinated socks are to be worn with long pants. White socks or solid color coordinated socks are to be worn with skirts. Solid color tights may be worn with skirts and should be white, blue or black.

Coats or Outerwear

Approved outerwear from Mills includes a black light-weight parka (windbreaker) with blue Charger logo, a black fleece zip-up jacket, and a black v-neck pullover sweater. Students may also wear an official DC letter jacket or grey hooded, zip-up Russell sweatshirt that is available through the school office, and is the only approved sweatshirt.

Grooming guidelines

Boys

- Hair is to be maintained so that it is not extreme. Hair should not be noticeably different or stand out in any way to draw attention. It must not cover more than half the ear, fall below the eyebrow or over the collar. Hair should not be colored or shaped to draw attention to it, or cut in stripes, designs, or letters.
- No earrings, clips, or studs are to be worn.
- No visible tattoos.
-

Girls

- Hair is to be maintained so that it is not extreme.
- Hair should not be colored or shaped to draw attention.
- Hair accessories should be conservative and not a distraction to other students.
- Small earrings are allowed.
- All make-up is deemed inappropriate for ECLC and Elementary students.
- No jewelry is to be worn that will distract from the uniform look.
- No visible tattoos.

EMERGENCY PHONE NUMBERS

It is extremely important that current home, cell, office, and emergency contact phone numbers be on file in the school office. The school will make every effort to contact parents or the emergency contact person if there is a serious illness or accident. If it is a critical situation, the first call will be made to **911**. Please keep the office personnel informed of any change in your home address.

GRADING ASSESSMENTS

Grading scale (based on numerical grades)

90-100	Excellent
80-89	Above average
75-79	Average
70-74	Below average
0-69	Failing

ECLC

K3, K4, Kindergarten and LEAP teachers will schedule parent/teacher conferences during first semester to review students' strengths and weaknesses and second semester as necessary.

First through fifth graders will be assessed at each grade level as they complete a developmental/academic period. Assessments will include:

1. A parent/teacher conference in October to review the student's strengths and weaknesses. Other parent/teacher conferences as deemed necessary.
2. Folders sent home on a weekly basis which include a sampling of the student's written work as well as a work/social habit checklist.
3. A formal report card each semester which reflects grades based on written work as well as in-class work and participation.

Elementary

Late assignments

It is very important for the continuity of the learning process that students complete and turn in assignments on time (date they are due.)

- Twenty five percent will be deducted from assignment grades for each day they are turned in late.

Missed tests

Students who were in attendance the day before a scheduled test will generally be required to take that test the day they return to school. Unusual circumstances will be handled by the teacher and principal on an individual basis.

Cheating

A student is not to create the appearance of cheating and is not to contribute to other students' cheating.

Consequences for cheating:

1. First Offense-the student will receive a "0" for the assignment or test. Parent notification will be sent.
2. Second Offense-the student will be sent to the principal's office.

LUNCH PROGRAM

ECLC

Students must bring lunches on Mondays, Wednesdays and Fridays. Students may bring their lunch or purchase a meal on Tuesdays and Thursdays. K3 and K4 students must bring their lunch every day.

Elementary

We are currently using several local vendors to provide a variety of lunch choices on a daily rotating basis. The daily choice schedule will be published at the beginning of the year. Several choices of drinks and ice cream bars will be available for purchase every day.

Students may purchase meals every day, bring their own, or pick and choose on a daily basis. Generally, the cafeteria staff will not need to know in advance if students are going to purchase meals the following day. We do not sell meal tickets; therefore, students will need to bring lunch money on the days they plan to purchase their lunches.

PARTIES

Class parties

Each homeroom class may have two school-sponsored parties per school year. They must be on campus and are not to exceed 45 minutes in length. The schedule and details are to be worked out with the homeroom teacher. Room mothers are responsible for cleaning up after parties.

Birthday parties

Birthdays of our students may be celebrated at school with a snack of choice. Please coordinate these arrangements with the individual classroom teacher in order to protect classroom instructional time.

Private parties

Dallas Christian School recognizes and encourages celebrations and shared student/family times (i.e. birthday parties, sleep-overs and other events). **At the same time, we must be sensitive to the feelings of all students and parents.** Arrangements for these types of events should be made outside of the school.

1. Invitations should be mailed, not handed out at school.
2. Guests should meet at a designated place (preferably off-campus) and not picked up at their respective school buildings.
3. Birthday gifts, sleeping bags, or other overnight gear may not be brought into the building. We realize that these arrangements may be inconvenient; however, in an effort to be considerate of every family/student's feelings, we will follow these procedures.

VISITORS

Parents and visitors **must** register in the office before going anywhere in the building. The administration reserves the right to supervise any parent visitation. There will be multiple opportunities throughout the year to visit classrooms and help with activities.

Pets are not to be brought to school without prior approval by the principal. There are safety liabilities and other issues that must be considered.

**Middle School/High School
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Message from the Middle School Principal

At Dallas Christian, our mission is to provide an excellent education in a Christ-centered environment. Established over fifty years ago, DC has played an integral part in the lives of children for generations. It is my sincere desire that we continue to partner with parents to educate the whole child.

I believe there is a direct correlation between parent involvement and student success. RenWeb offers a variety of means to stay involved with your child's education. It offers a direct line of communication with individual teachers, the ability to monitor academic performance, and information on assignments. Let me encourage you to take advantage of this opportunity throughout the year.

We look forward to working closely with you to ensure that your child has a successful year in middle school. Please don't hesitate to contact the office with any questions or concerns.

Kirk Wade, Middle School Principal

Message from the High School Principal

Welcome to the 52nd year of Christ-centered education at Dallas Christian School. I hope you are as excited as I am to be a part of history being made at DC.

From its beginning in 1957, Dallas Christian has always encouraged DC students to grow academically, spiritually, socially and emotionally. The school's founders wanted their children to be influenced by Christian teachers who were not only concerned about academics but also value concepts such as trust, honor, respect, compassion, honesty and forgiveness. We want to help instill these same values in DC students in 2009.

It is so rewarding to be able to infuse Jesus Christ into every aspect of school life. I am blessed to be at DC. We want your children to feel blessed to be here, too. I will do my best to help your student develop academically and physically but most of all to grow more and more like Christ.

Please feel free to call, e-mail or visit with me or the high school staff about your child or any questions or suggestions you might have. Thank you for the opportunity to serve.

John Bragg, High School Principal

I. ACADEMIC SUPPORT

Any student with diagnosed learning differences may be required to enroll in the S.C.H.O.L.A.R.S. LAB as a condition of enrollment. S.C.H.O.L.A.R.S. LAB is a support service offered in middle school and high school for students who have been diagnosed with mild learning differences and/or Attention Deficit Disorder. In the LAB, the Academic Coach works with each student to provide lifelong learning strategies for organization, time management, reading comprehension, and study skills. Each high school student receives an elective credit for each year in the LAB. In order to be considered, a student must undergo a full battery of diagnostic testing by an educational diagnostician, or provide documentation of a recent diagnostic assessment (within three years) or diagnosed with ADHD by a physician to be considered for the program. Qualified students in S.C.H.O.L.A.R.S. LAB may also take the college entrance exams SAT and ACT with extended time if they so desire. Presently, S.C.H.O.L.A.R.S. LAB tuition is \$2,200 per year in addition to the regular tuition. Contact the building principal for more information.

Administration may make exceptions to the above stated policies after a prayerful and thorough review of any mitigating circumstances.

II. BEFORE SCHOOL AND AFTER SCHOOL POLICY

Middle School - Students should arrive no earlier than 7:15 and will be expected to vacate the middle school building no later than 30 minutes after school is dismissed. After school care is required for students on campus after 4:00. Enrollment information is available in the Middle School office.

High School - The high school building is open from 7:00 a.m. to 4:00 p.m.

III. ACADEMICS

A. Class Schedule Changes

Student initiated schedule changes will be made during the **first five instructional days** of the term **only** under the following conditions:

- * A permission form is signed by the parent or guardian and teachers, then presented to the registrar for approval by administration.
- * A change is possible in terms of the student's existing schedule, and the change will not overload another class. Class size levels will be determined at the discretion of school administrators.

A course dropped after the first two weeks of the semester will be recorded as a withdrawal failure (W-F) on the student's permanent record.

B. Course Offerings (Grades 6-8)

<u>Required</u>	<u>Electives (7th and 8th Grades)</u>
Bible	Art Personal Finance
English	Athletics Technology
History	Band
Math 7	Chorus
Math 8	Speech/Drama
Algebra- 8th*	
Spanish *	<u>Electives (6th Grade)</u>
Science (IPC – 8 th *)	Chorus
P.E./Athletics	Reading
	Band

*Denotes high school credit

C. Course Offerings (Grades 9-12)

- Notes:** (1) **The following courses are representative. Not all classes will make or be taught every year.**
 (2) **Number in parentheses () indicates unit of credit.**

Bible

Bible (4 credits required)(1)

Business

Courtroom Procedures (Mock Trial).....(1)

English Language Arts

English I, II, III, IV(1)

Speech (9th)(2)

Fine Arts (may receive either 2 or 1 credit)

Art(1)

Band(1)

Chorus(1)

Drama.....(1)

Humanities(1)

Piano Lab(1)

Technical Theatre.....(1)

Foreign Language

- Spanish I (II, III, IV)(1)
- Sign Language I (II, III)(1)

Health Education

- Health (9th)(2)

Home Economics

- Home Economics(1)

Journalism

- Newspaper (Application required)(1)
- Debate(1)
- Journalism (this is a pre-requisite for yearbook or newspaper staff).....(1)

Math (Pre-requisites in parentheses)

- Algebra I(1)
- Algebra II (Algebra I)(1)
- Algebra II Advanced (only for 9th graders who had Alg. I in 8th grade).....(1)
- Geometry (Algebra II).....(1)
- Geometry Advanced (only for 10th graders).....(1)
- Pre-Calculus (Geometry).....(1)
- Calculus (Pre-calculus).....(1)

Physical Education/Athletics

- Athletics(1)
(Credit may also be given for outside activities such as Olympic level competition in sports not currently offered at Dallas Christian with documentation from the coach and advance approval from the high school administration.)

Natural Science (Pre-requisites in parentheses)

- Integrated Physics and Chemistry(1)
- Biology I(1)
- Biology II (Biology I, Chemistry I).....(1)
- Chemistry I (Algebra I, Biology I)(1)
- Chemistry II (Chemistry I, Biology I)(1)
- Physics (Pre-Calculus and two sciences).....(1)

Social Studies

- World Geography (9th)(1)
- World History (10th).....(1)
- American History (11th).....(1)
- American Government (12th).....(2)
- Economics (12th)(2)

Technology (Pre-requisites in parentheses)

- Basic Computer Information Systems- BCIS(1)
- Computer Science I (Algebra II or concurrently).....(1)
- Computer Science II (Computer Science I and Algebra II).....(1)
- Computer Graphics/Web Mastering.....(1)
- Desktop Publishing - Yearbook (Application required).....(1)
- Digital Graphics/Animation(1)
- Music Technology.....(1)

Other

- S.C.H.O.L.A.R.S. LAB(1)

Weighted and Dual Credit Classes

Weighted classes are **advanced level core classes** (math, science, English, and foreign language) that are **not required for graduation**. All **Advanced Placement** and **Dual Credit** classes will receive weighted credit.

Following is a listing of classes that conform to the preceding criteria: These classes will impact each student’s **grade point average** by an additional ten percent (10%). The one exception is **Biology II - dual credit**, which will be weighted at twelve percent (12%). **Weighted classes do not affect the actual numerical grade in any way.**

Biology II - dual credit	12
Chemistry II	10
Physics	10
Pre-Calculus	10
Calculus	10
Spanish III	10
American Sign Language III	10
Computer Science II	10
Web Design I – dual credit	10
Web Design II – dual credit	10
American History - dual credit	10
Sociology - dual credit	10
Psychology - dual credit	10
English IV - dual credit	10

D. Concurrent Enrollment

It is possible to receive college hours as a Junior or Senior concurrently with high school credits. Our teachers apply and meet the advanced degree requirements of Eastfield College. The offerings to date are as follows, although not every course is offered each year:

1. Web Design I-Fall Semester (ITSW 1410) 4 hrs/sem; 1 HS credit
Web Design II-Spring Semester (ITNW 1437) 4 hrs/sem; 1 HS credit
2. English IV (1301/1302) 3 hrs/sem; 1 HS credit
3. Biology II (1406/1407) 4 hrs/sem; 1 HS credit
4. American History (1301/1302) 3 hrs/sem; 1 HS credit
5. Psychology (2301)/Sociology (1301) 3 hrs/sem; 1 HS credit

Eastfield allows only 2 college courses per semester per year to be taken during high school. A student should apply through the DC academic counselor beginning in February before their junior and/or their senior year. The requirement is as follows:

A minimum score of 500 on the SAT in Verbal or Math, depending on the courses taken,

OR

A minimum score of 27 on the ACT

OR

A passing score on the Verbal and/or Math portions of the Accuplacer or THEA Eastfield College entrance exams. If a student does not pass the entrance exam on two attempts by the announced date in May, the student may not take dual credit classes at Dallas Christian the following year.

AND

A positive academic evaluation by current teachers based upon a standardized rubric. The high school principal and academic counselor will maintain final approval for registration in a dual credit class.

Check with individual colleges or universities of your choice to see if they will accept certain college courses.

E. Grading Policy

MS Grading Policy

Nine Weeks grades:

50% Daily

50% Tests

Semester Average:

45% First Nine Weeks

45% Second Nine Weeks

10% Semester Exam

HS Grading Policy

Semester grades are determined as follows:

30% - Daily Work

50% - Tests

20% - Semester Finals

Completion of some major projects is required for course credit.

High School Only

All students will be required to take final exams both semesters with the following exceptions:

- When an exam exemption is offered by the high school administration as motivation for exceptional behavior and/or participation in fundraising efforts, which can only be used in a class where the student has at least **an 85 average**.
- Second semester seniors who meet the following criteria:
 1. Must have no Level II violations during the second semester.
 2. Must not have been suspended for any reason during the current school year (ISS or OSS).
 3. Must have no more than 4 Level I demerits during the second semester.
 4. Must have no more than one unexcused absence **in any class the entire year**.
 5. Must have an academic average of 85 or above to qualify for exemption in that class.
 6. For the class in which the student is seeking to exempt the exam, the student must have no more than five absences in a rotating A/B block class and no more than ten absences in a daily class for the year.

F. Grading Scale

- A 90-100
- B 80-89
- C 70-79
- F 69 or below

Lowest passing grade is 70

Eligibility is 70

G. Late Assignments

It is very important for the continuity of the learning process that students turn in all assignments on time (the date they are due). The following guidelines will apply:

1. The assigned grade will reflect a 25% reduction for every **calendar day** the assignment is late, with Friday to Monday counting as one day.
2. Completion of some major projects is required for course credit.
3. If the student is present the day the assignment is made, it is **due the day the student returns**, whether or not the student has that class that day. It is the student's responsibility to get the assignment to the teacher via the school office.

H. Make-up Assignments

Immediately following each absence, students must make arrangements with all of their teachers to make up assignments and tests. Tests are to be taken during one of the following appropriate option periods:

1. **Before school** (7:00 a.m.)
2. **During lunch** (if it can be completed during a lunch period)
3. **After school**

Students who were in attendance the day before a scheduled test will be required to take that test on the day they return to school. All make-up tests and assignments must be completed by the second school day following the student's absence. (*Saturday and Sunday together will count as one school day.*) **It is the student's responsibility to make arrangements with their teacher to take any make-up tests by the second school day following an absence. Unusual circumstances will be handled through the principal's office.**

I. Report Cards

Middle School report cards will be issued at the end of each quarter (9 weeks) and each semester. High School final report cards will be issued at the end of each semester. Semester and final report cards and

other permanent records will be held if student financial records are not clear or if the student has not fulfilled the required community service hours for the semester or year.

J. High School Credit by Correspondence, Summer School or On-Line

Subject to the conditions stated below, high school students may study some high school courses by correspondence, on-line, or in summer school with prior approval of administration.

1. All core curriculum courses can be taken for credit only if they are make-up courses due to failure.
2. Only 1½ credits may be earned towards graduation by correspondence or on-line while enrolled at DC. However, students may enroll in additional correspondence courses beyond the required credits.
3. Students shall make arrangements for correspondence courses to be supervised by the counselor. The student will pay all expenses. The school counselor will monitor examinations.
4. Courses taken by correspondence, on-line, or in summer school will be noted on permanent records and will not be counted toward GPA.

K. Graduation Requirements

In addition to credit requirements, a senior must meet the following requirements before participating in graduation exercises at Dallas Christian High School.

1. Beginning with the 2008-09 school year, all students must complete **25** community service hours for each year at Dallas Christian High School. Students must have on record **15** hours of community service for each year at Dallas Christian High School prior to the 07-08 school year. Each student's community service record will be **checked at semester and at the end of the year**. Failure to serve at least half of the required hours by the end of the first semester or 25 hours by the end of the year will result in the semester or final report card being held.
2. The senior must receive clearance by the business office.
3. The senior must complete the entire senior year, from the time of his/her acceptance by the school, through graduation exercises. Special cases will be considered by the administration.

4. Seniors are required to take the ACT or SAT College Board Test sometime before March of their senior year unless the principal has approved special arrangements. Proof of registration must be noted by counselor.
5. A senior may not lack more than one credit of the graduation requirements and still participate in commencement (as a summer graduate).

L. Graduating with Honors

All courses taken for high school credit will be included when calculating the final average. A numerical grade average of 90-95 will be required for graduation with honors and a 96-100 average for high honors. Grade point average will not be used to determine honors or high honors status.

M. Valedictorian and Salutatorian

The average listed on the high school transcript will be used to determine graduating status. All courses taken for high school credit will be included when calculating the final average with the exception of correspondence, on-line and summer school courses.

The valedictorian and salutatorian are determined using the GPA. It will be calculated **one week prior** to the awards ceremony. **All valedictorians and salutatorians must have attended Dallas Christian High School from the beginning of their 9th grade year through graduation. All grades earned in grades 9-12 must have been earned at Dallas Christian.**

N. Rank in Class

The GPA listed on the high school transcript will be used to determine the rank in class. All courses taken for high school credit will be included when calculating the final GPA with the exception of correspondence, on-line courses, and summer school courses.

O. Calculating the Grade Point Average

The Grade Point Average (GPA) is computed by totaling semester grade points and dividing the total by the number of courses. Weighted Courses will only be included in the calculations if the same or equivalent course is offered at Dallas Christian School. Note: Courses that are not weighted at Dallas Christian School, that were taken at another school do not count as weighted courses (e.g. honors classes).

P. Credit Requirements for High School Graduation

Advanced Track		Distinguished Track
Subject		
American History	1	1
Bible	4	4
Technology Applications	1	1
Economics	.5	.5
Electives	3.5	2.5
English	4	4
Fine Arts	2	1
Government	.5	.5
Health	.5	.5
Foreign Language	2	3
Mathematics	3 (4*)	4
PE/Athletics	1.5	1.5
Science	3 (4*)	3 (4*)
Speech	.5	.5
World History	1	1
World Geography	1	1
Total Credits Required	29	29

Note: In general, one (1) credit of Bible is required for each **year** enrolled in DCHS. Courses that exceed graduation requirements will be counted as electives.

***Due to the new State requirements of 4 years of Math and Science, these requirements will begin with the class of 2011.**

Advanced Track

This degree plan is a college preparatory track for students applying for acceptance and success at colleges and universities such as Baylor, OU, TCU, Texas Tech, University of Arkansas, et al. In addition, students must complete **25 hours of school-approved community service during each school year.**

Distinguished Track

This degree plan is for students who plan to apply for highly selective colleges or universities such as the University of Texas, Texas A&M, Pepperdine, Boston College, Vanderbilt, SMU, et. al. In addition to completing **25 hours of school-approved community service during each school year**, the distinguished track requires four math credits, three years of a foreign language, and a combination of any of the three following criteria:

- a. Achieve a score on the Preliminary Scholastic Assessment Test (PSAT) that qualifies a student for recognition as a Commended Scholar or higher by the National Merit Scholarship Corporation.
- b. Complete an approved three-hour college course with a grade of 3.0 or higher on courses that count for college credit.
- c. Achieve a composite score of 21 or higher on the ACT.
- d. Achieve a score of 500 or higher on all sections of the SAT.
- e. Earn and retain membership in the National Honor Society.
- f. Achieve a minimum cumulative average of 90 (3.6 GPA).

Q. Testing

1. Term Exams

Specific schedules will be provided for these major tests allowing ample time for preparation. The teacher will dedicate class time for review as deemed appropriate. The day immediately preceding final exam periods will be designated as a DEAD DAY. No new concepts or topics will be introduced on this day. On dead days only those athletic (or other events) which are required by an applicable TAPPS district schedule will be scheduled. In each case, all contests and practices should be ended by 6:00 p.m. on these dedicated dead days.

2. Standardized Tests

6th - 10th - Stanford Achievement Test

10th - PLAN test

10th, 11th - PSAT test (For juniors, the PSAT is the National Merit Scholarship Qualifying test.)

11th - Career interest inventory

The SAT and ACT tests are given on various dates and at various locations throughout the year. Seniors are encouraged to take both tests.

R. Academic Integrity

It is our goal that each Dallas Christian student model academic integrity. Academic cheating is the attempt to obtain information, knowledge, or material from any other source and submit it as one's own work. This can be done either by giving or receiving information for homework, classroom assignments, or tests. Cheating in any form is not in keeping with expected moral, ethical, or spiritual values. Academic integrity is an attitude that values honesty above grades, friendship, social acceptance, and peer pressure.

Cheating (which includes plagiarism) is a level II offense, and **combined** with the level II consequences may be subject to the following:

- a. 1st time - receive a "0", parent/teacher/student/principal conference, and/or one day in ISS (in-school suspension), and may be placed on probation.
- b. 2nd time – receive a "0", placed on probation, and a 3-day suspension.
- c. 3rd time - receive a "0" and be expelled for the remainder of the academic year.

S. Assignment Book - Middle School

The student is responsible for writing down all assignments on the daily assignment sheet as well as writing down all major tests, quizzes, projects, and papers on the monthly calendar. He is also responsible for organizing and maintaining a notebook in good condition. Finally, the student must bring home the notebook and appropriate textbooks and materials needed to complete assignments every school night. The every day consistency of bringing home the notebook is essential to the student's successful organization of his work.

T. Eligibility Requirements

Grade averages will be checked **every three weeks**. Dual credit classes will be checked every six weeks. Students must maintain a cumulative average of **70** or above in each course, **(including weighted and dual credit classes)** with no incomplete assignments, to be eligible to participate in the following school activities for the next 3 weeks:

1. Field trips. No ineligible student will be allowed to miss a class in which he or she is ineligible.
2. Literary meets, choral and band competitions as well as performances, athletic events, and any other competitive events, both within and outside of normal school hours.
3. Any school-sponsored productions for which there is an admissions charge.

Students reported as incomplete on the day eligibility is checked must submit all work by the **second school day** following the report. **If the incomplete work is not submitted by this time, the student will become ineligible for the entire three-week period.** The principal will send an official letter to parents indicating the terms of the ineligibility.

Students must be in attendance for at least one-half (2 in High School and 4 in Middle School) the number of class periods to be eligible to participate in extracurricular activities that day, and one-half (2) the number of class periods on Friday for participation in weekend activities.

IV. ATTENDANCE AND ABSENTEEISM

A. Attendance

Absence Procedures - Excellent attendance is vital to the teaching and learning process.

For any absence, please follow the procedures below:

1. A parent should call the school office when a student is to be absent. Please state the reason for the absence and the approximate date the student will return.

2. After an absence, a parent should:
 - a. Submit a written statement to the attendance office which includes: the student's name, the dates absent, the specific reason(s) for the absence, the parent's signature, and phone numbers where he/she can be reached; or
 - b. Submit an official doctor's statement in lieu of a parent note. The doctor's note should include the date and time of the visit and the doctor's signature.
3. A student who fails to bring a written absence excuse note will be given an unexcused absence admit to class. **The student will have three days to bring acceptable documentation to have the absence changed from unexcused to excused. Any assignments missed during an unexcused absence will be assigned a grade of "0."**
4. If a student is late to class because of obtaining an admit slip, the student will be counted as tardy. It is the responsibility of the student to allow time to go to the office prior to first period the day following an absence.
5. **If travel is planned, a note should be brought to the office one week in advance giving the date(s). If the principal approves the absence, a copy of the note will then be given to all the student's teachers. It is the student's responsibility to get all make-up work before the trip.**

Seniors are allowed three days of excused absence for visiting college campuses. They should have a note from the parent filed in the school office one week before the absence occurs. Visits must be to universities or colleges outside the metroplex. After visiting, documentation must be submitted to principal's office for absence to be excused. No college visits will be allowed after April 15.

Excused absences include personal illness, illness or death in the immediate family, medical appointments, and unusual circumstances approved by the principal.

Unexcused absences will be assigned for the following and will receive a detention, a demerit, and a "0" for any work missed:

1. Truancy (skipping or cutting one or more classes)
2. Shopping
3. Personal grooming appointments
4. Working

5. Travel not pre-arranged
6. Personal business
7. Attendance at metroplex college or professional sporting or entertainment events

B. Excessive Absenteeism

Attendance Requirements

Regular attendance in all classes is a critical element in the total school experience. Attendance (both excused and unexcused absences), grades and behavior will all be considered when evaluating students for special awards and honors. Students with more than ten (10 absences in a daily class and no more than 5 absences in a rotating A/B block class for the year) will be informed in writing that they are at risk of **failing the courses** missed regardless of the current grade for that class. All exceptions must have the approval of the attendance committee.

Reminder: All absences (**excused and unexcused**) will count against the ten allowable. It is important to arrange trips as well as medical and other personal appointments so as not to conflict with school attendance.

For college courses/concurrent enrollment: Students with seven (7) absences (excused or unexcused) will result in an automatic withdrawal from any college course; three (3) absences will result in a student not being able to make above a “B” in the college courses.

C. Tardy Policy (Late to School)

It is critical that all students be on time for school. Dallas Christian School will not classify a tardy as excused or unexcused. As indicated under Discipline Plan, a tardy is classified as a Level I behavior. This also applies to any tardy a student might accrue throughout the day. Please refer to those pages for more information. Demerits will be given after the 3rd tardy. A student who misses **more than one-half of a class period** will be counted **absent**.

V. ATHLETIC PHILOSOPHY

Competitive athletics is to be an integral part of the programs of Dallas Christian School. In keeping with the school's focus on developing the whole person, athletic activity plays a role at Dallas Christian School second only to spiritual development and academic excellence. The following are guideposts by which Dallas Christian athletes will be directed:

A. Athletic programs will have strong spiritual emphasis.

Objectives:

- * To glorify God in all athletic activities
- * To mold character in each participant
- * To teach athletes to think clearly in a Christ-like manner in an emotional situation
- * To be a representative of Christ to teammates, school, and opponents

B. Athletic programs will be in harmony with the academic priorities and values of the school.

Objectives:

- * To challenge the athlete to do one's best in all areas of life
- * To monitor the athlete's academic success
- * To encourage the athlete to achieve academic success
- * To develop an awareness of the importance that personal attitude plays in success

C. Athletic programs will endeavor to continue winning traditions but never sacrifice principle.

Objectives:

- * To teach the pursuit and practice of excellence through practice and competition
- * To teach the acceptance of the lessons learned in defeat
- * To develop a humble attitude in victory
- * To teach winning through the pursuit and practice of excellence

D. Athletic programs will be an important part of student life.

Objectives:

- * To help develop school spirit
- * To develop judgment and wisdom
- * To teach the importance of team work

- * To teach the acceptance of "official" decisions
 - * To provide entertainment and a common ground of interest as a cohesive force among students, parents, and fans
- E. Athletic programs are to be staffed by qualified Christian coaches dedicated to teaching excellence through personal examples and instruction.

Objectives:

- * To teach self-discipline and humility
- * To teach personal dedication
- * To develop an allegiance to a framework of rules
- * To develop appreciation for practice
- * To teach success through commitment
- * To teach motor skills, strength, body control, and agility
- * To teach the fundamentals of each sport

F. Spectator Code of Behavior

As spectators, students, parents, teachers, administrators, and trustees set the tone for what visitors from opposing schools will think of our "Christ-like" behavior. Booing, criticizing players, officials, etc., is not in keeping with Christian principles and good sportsmanship.

VI. ATHLETE'S CODE OF CONDUCT

Dallas Christian athletes must keep in mind at all times that they are representing God, their team, their school, their family and themselves.

- A. Athletes should be models of good behavior, always showing good sportsmanship and fair play.
- B. The athlete is to refrain from the use of profanity or abusive slang at all times.
- C. Verbal or physical abuse of others will not be tolerated on or off the field (or court) of play.
- D. The officials are in charge of the contest and must be respected for their positions at all times. Officials will be right the majority of the time. Treat the official as you would want to be treated when you make a mistake.

- E. An athlete should always be appropriately dressed. Clothes and uniforms must be neat and clean at all times. Practice attire consists of the school prescribed uniform. Any exceptions will be handled by the coach and approved through the President's office.
- F. No tobacco, alcohol or drugs are to be used by any athlete at any time.
- G. The athlete is expected to take care of equipment, facilities and uniforms. Abuse of any of these will not be tolerated.
- H. Dallas Christian was first built as a Christian academic institution. Athletics were added to develop the whole person. In order to participate, the athlete must realize that academics are very important and must work to maintain a higher standard for his/her education.
- I. The athlete will follow all guidelines of the student handbook.
- J. In order for an athlete to quit a sport, he/she must meet with the coach and athletic director to review the reasons for quitting. An athlete who quits a sport during the season will not be allowed to start a new sport (practice or play games) until the season ends for the sport that he quits.
- K. Any athlete serving out of school suspension will be ineligible for a minimum of one extracurricular activity during the week of suspension.
- L. Off-season is mandatory for all Dallas Christian athletes. No individual off-seasons will be permitted. Coaches will take roll and keep records of athletes' participation in the strength and conditioning program. Habitual non-compliance will result in the athlete being declared ineligible for competition in all sports.
- M. All athletes must travel to and from all athletic contests in transportation provided by the school unless previous arrangements are made by parent/guardian.

VII. DAY-TO-DAY ACTIVITY REGULATIONS

A. Automobiles

Students having a legal driver's license may drive their vehicles to school and park them on campus as long as they abide by the following rules:

1. Park in designated spaces as soon as arriving on campus. Students are not to park in fire lanes, reserved, visitor, or numbered spaces.
2. Student parking tag with identification number must be displayed on vehicle at all times.
3. Drive appropriately (slowly, carefully, defensively) only on paved or graveled surfaces.
4. Once parked, go directly to the buildings. Permission from the office is required before leaving the building during school to go to the parking lot. All students must receive a parking lot pass before proceeding to the parking lot.
5. Students should drive to the field house through BBI parking lot on Galloway to Wooded Lake between the hours of 2:30 p.m. and 3:30 p.m. due to traffic from the elementary.
6. Unlicensed drivers are not permitted to drive automobiles on campus.
7. Parking violations, leaving the building without permission to go to the parking lot, and on-campus driving violations are classified as Level I behavior. More serious moving violations may carry greater consequences, including loss of on-campus driving privileges, in addition to the consequences listed on p.56 under Discipline Plan.

B. Chapel

Dallas Christian School recognizes the value of devotionals - a short period of time set aside to focus on God. This "chapel" time will normally consist of songs praising God, and prayer time. Additionally, at various times, there will be spiritual talks and related activities, programs on values, and other topics designed to enhance the lives of Dallas Christian students. Occasionally, there will be an extended chapel covering more in-depth topics needed by the students. Student attendance is mandatory, and appropriate behavior is expected.

C. Food/Drinks/Gum

Open containers of food and drinks are not to be brought into the school buildings (with the exception of water). At no time are open containers allowed unless supervised by a teacher or administrator (e.g., club or class meeting during lunch). Food and drink should never be consumed in school halls. Food purchased in the cafeteria should be consumed only in designated eating areas (cafeteria, picnic tables, etc.). Teachers may obtain permission to prepare/bring food when it is a part of the unit they are studying. For his or her classroom, each individual teacher will determine gum policies. Students will be expected to know and follow those policies. These policies do apply before and after school.

D. Illnesses at School

If a student becomes ill at school to the extent that removal from classes becomes necessary, parents are expected to provide transportation to home or the doctor. The school does not have the facilities or personnel to care for sick students.

E. Emergency Medical Treatment

Parents shall complete an emergency care form each year that includes a place for parental consent for school officials to request medical treatment for the student, as provided by law. Parents shall also be asked to supply other information that could be required in case of an emergency; parents should update this information as often as necessary.

All students participating in any athletic activity must have the physical examination form on file in the school office.

F. Junior/Senior Banquet - High School

Each year the individual students in the junior class will be responsible for planning and funding the junior/senior banquet. This responsibility extends equally to all juniors, regardless of individual decisions to attend the banquet.

G. Lockers/Storage - Middle School

Lockers should be locked at all times. Students will be responsible for the inside and outside of their assigned lockers. They are the property of the school and can be inspected by school officials or law enforcement officials at any time with or without the presence of the student. Students are expected to keep all their books and belongings properly stored away and help keep the buildings neat and clean. Students must use their assigned locker only.

H. Lunch

Except on specially approved occasions, students will eat in the school cafeteria. Students are not to go to Charger Gym, the Cox Center, or other outlying buildings without permission. Each student is expected to clean the area where he/she eats and properly dispose of any waste. Students returning from doctor's appointment, etc. are not to bring food or drink back to other students. Also, students are not to order food and have it delivered to the school. Dallas Christian School is a closed campus. DC alumni and family visitors must check-in at the school

office. Seniors may be allowed off-campus lunch, however, seniors who violate any school rule may have privileges revoked.

I. Search of Persons and Property

Dallas Christian School reserves the right to search any student - person or property - with cause. These searches can extend to automobiles, lockers, purses, athletic bags, backpacks, and/or other places in which illegal contraband could be concealed. Great discretion will be utilized to ensure privacy and appropriateness of said searches.

J. Telephone and Electronic Device Use

The administrative offices of each building have phones which are available for emergency use by students.

Middle School/High School Cell Phone/Electronic Device Policy:

A student may only use their cell phone in the school office. Otherwise, students are not allowed to use their cell phone in any other location during the school day. This includes sending or receiving calls, phone messages or checking the time. If a cell phone or electronic device is taken from the student for improper use, it may be released to a parent or student for a \$15 fee. Phones and other electronic devices may only be picked up on the Monday (after school in Middle School) following the collection of the device. Teachers may collect cell phones from students prior to test taking.

K. Textbooks

Dallas Christian School furnishes textbooks for students in grades 6-12. Textbooks are very expensive and require special care. Books that are lost, torn, marked in, or otherwise abused must be paid for by students/parents according to the extent of the damage.

VIII. REWARDS/CONDUCT GRADE/EXAM EXEMPTIONS

A. Behavior Rewards Day - **Middle School only**

Middle School students who earn a citizenship grade of 90 or higher will participate in a Behavior Reward Day. On Behavior Reward Day, students will enjoy an afternoon of off-campus fun.

B. Conduct Grade - **High School only**

We want to encourage extraordinary behavior in our students. The following rubric outlines our behavior reward policy, as well as the standards for the semester conduct grade.

A+ Conduct (96-100) - This student has consistently chosen extraordinary behavior throughout the day, both in and out of the classroom. He/she has no Level I demerits nor has he/she committed any Level II violations. He/she receives **two** exam exemptions at the end of the semester, which can only be used in classes where the student has at least an 85 average and no more than ten absences in a daily class or five absences in a rotating A/B block class for the year. Achievement in this category both semesters will earn recognition at the Awards Ceremony.

A Conduct (90-95) - This student diligently works at extraordinary behavior. He/she has no more than 4 Level I demerits in one semester. He/she has not served any detentions. He/she has not committed any Level II violations. He/she receives **one** exam exemption, which can only be used in a class where the student has at least an 85 average and no more than ten absences in a daily class or five absences in a rotating A/B block class for the year. Achievement in this category both semesters will earn recognition at the Awards Ceremony.

B Conduct (80-89) - This student is developing extraordinary behavior. He/she has committed no more than 6 Level I violations in one semester and has served no more than two detentions. He/she receives **no** behavioral exam exemptions at the end of the semester and has not committed any Level II violations.

C-Conduct (70-79) - This student struggles with choosing extraordinary behavior. He/she may have chosen to repeatedly demonstrate Level I behaviors, resulting in a variety of Level I and Level II consequences. He/she may have committed a Level II violation. A variety of techniques have been attempted to help this student control his behavior as outlined in the Discipline Plan of this handbook. This student receives **no** behavioral exam exemption.

F-Conduct (69 or below) - This student repeatedly chooses Level I or Level II behavior and has not responded with a change in behavior after administration of Level II consequences. A variety of techniques have been attempted to help this student control his behavior as outlined in the Discipline Plan of this handbook. This student receives **no** behavioral exam exemption. The decision to assign a conduct grade of F will be made after careful examination of all written documentation of behavior.

Regardless of a student's fall semester conduct grade, he/she will have the opportunity to be an A+ student in the spring. In January, each student will begin the semester with no demerits or violations on his/her spring conduct record and will have the opportunity to earn two exam exemptions in May.

IX. CODE OF CONDUCT

A. Expectations

1. Statement of Principles

Dallas Christian School admits students of different religious and personal persuasions. It is the intent of the Board of Trustees, administrators, and faculty to maintain an atmosphere where exemplary Christian behavior and quality academic studies are developed. Students at Dallas Christian School are encouraged and expected to exhibit those behaviors that contribute to the growth of such an atmosphere.

2. Self-discipline Philosophy

Discipline is always more effective when it is internalized by the individual and exhibited by his or her personal conduct. Ultimately, each person must assume such responsibility if he/she is to mature into a useful and productive citizen. Every opportunity will be given for such development. Where discipline is required by faculty or school administrators, such shall be administered with the intent that maximum educational value be attained. Dallas Christian School seeks to maintain a strong academic environment, which requires that students who engage in activities that disrupt learning activities or violate school regulations be disciplined.

3. School Representation

A significant portion of the influence of Dallas Christian School depends on the conduct of the students. **Student conduct reflects on the school both on and off the campus. As a result, a student must be aware of his or her representation of Dallas Christian School as long as he or she is enrolled.**

Any time a student is representing Dallas Christian School in an activity, the student is asked to behave in a way that will bring honor and respect

to the school. **DC students are always expected to set a Christian example in attitude and behavior. All students will be subject to school discipline for inappropriate off-campus behavior even if the conduct was not related in any way to a school activity.**

B. Discipline Plan

For learning outcomes to be impacted, it is imperative that the DC discipline plan be initiated in the classroom. Because the teacher-student relationship is the key to our educational program, teachers must command respect from their students. Effective classroom management is vital to the academic success of DC.

Classroom rules include:

1. Follow all directions.
2. In seat, on time, with all supplies
3. Keep hands, feet, books, and objects to yourself
4. Receive permission before speaking
5. Respect each other in speech and conduct

A student will be sent immediately to the principal if that student:

1. Fights or threatens to fight
2. Damages or destroys property
3. Refuses to work
4. Engages in behavior that keeps students from learning

A demerit system will be used to document student behavior. Published conduct grades will be determined by using this discipline plan. Reports generated from this system will be used by administration to manage school-wide discipline and as a reference tool when evaluating students who apply for scholarships, run for office, apply for National Junior Honor Society, National Honor Society, or participate in other extracurricular activities.

1. Level I Offenses

These acts of misconduct include those student behaviors that interfere with the orderly educational process. These include, but are not limited to, the following:

- a. Being tardy to class.
- b. Running and/or making excessive noise in the halls, building, and/or classroom.
- c. Not following classroom rules.

- d. Eating or drinking in an undesignated area.
 - e. Possessing and/or using nuisance items on campus (beepers, cell phones, CD players, etc.).
 - f. Not bringing required classroom materials and/or assigned work to class.
 - g. Violating the dress code.
 - h. Displaying excessive physical affection.
 - i. Not abiding by off-campus or field trip rules and regulations.
2. Level I Disciplinary Options - (one or more may be used)
- a. Warning.
 - b. Demerit(s).
 - c. Teacher/student conference.
 - d. In-class disciplinary action (i.e., verbal reprimand, isolation).
 - e. Parent contact.
 - f. Parent conference.
 - g. Behavioral contracts.
 - h. Confiscation of a prohibited nuisance item.
 - i. Withdrawal of various student privileges.
 - j. Environmental change.
 - k. Teacher or Principal Detention.
 - l. Assigned school service work.
 - m. Loss of on-campus driving privileges.
3. Level II Offenses
- Level II acts of misconduct include those student discipline infractions that are somewhat more serious than those in Level I in their interference with the orderly educational process in the school. These include, but are not limited to, the following:
- a. Any repeated or chronic (5 or more) Level I offenses cited.
 - b. Posting or distributing unauthorized communicative materials on the school grounds.
 - c. Using profane, obscene, indecent, immoral, or offensive language and/or gestures to others.
 - d. Cheating and/or copying the work of another student. Refer to the section on Academic Integrity.
 - e. Exhibiting unacceptable physical contact that could result in injury.
 - f. Altering school records or documents or signing another person's name on school documents.
 - g. Defacing school property.
 - h. Gambling on school property, which is defined as participating in games of chance for money and/or other things of value.

- i. Interfering with the school authorities and programs through boycotts, sit-ins, trespassing.
- j. Fighting -- which is defined as physical conflict between two or more individuals, or violence including weapons.
- k. Stealing -- which is defined as the act of taking and carrying away the property of another without the consent of the owner.
- l. Persisting in serious acts of disobedience or disorderly behavior that may prove detrimental to the school, harmful to health and safety, and inhibiting to the rights of others.
- m. Possession, use, or sale of tobacco of any kind.
- o. Engaging in sexual activities.
- p. Possession of any dangerous weapons, explosives, or ammunition on school premises or at any school-sponsored functions.
- q. Failure to report to a teacher or administrator the knowledge of an event, device, object, or substance that could cause bodily harm to a person or persons on school property.
- r. Possession, use, purchase, sale, or distribution of illegal drugs or alcohol.
- s. Hazing/verbal harassment.
- t. Sexual harassment.
- u. Racial or prejudicial remarks.
- v. Any act that causes a major disturbance to the school day or damages the school's reputation, on or off campus.
- w. Threatening behavior.
- x. Bullying.
- y. Truancy (out of class or off campus without permission - make-up work not allowed for unexcused absence).
- z. Cyber-bullying, obscene, offensive, or defaming text messages, or entries on social networks such as MySpace or Facebook.

4. Level II Disciplinary Options - (one or more may be used)

Interpreting terms, deciding whether conduct occurred and issuing discipline is at the discretion of the administration. Consequences include loss of exam exemption and may also include, but are not limited to, one or more of the following:

- a. Principal's detention, which will be served as necessary and is mandatory for students with 5 or more Level I demerits.
- b. Saturday School or detention.
- c. Administrator/teacher/student/parent conferences.
- d. Grade penalty for copying and/or cheating (see pg.43 for additional consequences for cheating).

- e. Exclusion from extra-curricular activities.
- f. In-School Suspension (will carry Grade Penalty).
- g. Regular (Out-of-School) Suspension (will carry Grade Penalty).
- h. Formal Written Probation.
- i. Expulsion.
- j. Financial restitution.

Note that the violations and disciplinary options listed in this handbook are examples only. Dallas Christian School reserves the right to take whatever disciplinary action that it deems appropriate for any behavior that it believes is inappropriate even if doing so deviates from the conduct and the standard approaches listed in the handbook.

C. Disciplinary Conferences

All disciplinary conferences shall include an explanation to the student as to the nature of the disciplinary infraction, the reasons for the action to be taken, and listening to the student's side of the infraction. Parents/guardians will be notified regarding decisions concerning suspension or expulsion.

D. Detention

Detention will be held as needed. Each student should bring study materials and be prepared to study or perform manual labor during the entire time. Students in detention may be given a written assignment that will be due at the end of the detention period. Missing assigned detention, failure to complete assigned work, or repeated offenses will result in further disciplinary action. Teachers may assign classroom detention, which is separate from principal's detention.

E. In-School Suspension

There may be situations that require a student to be isolated from regular class routines and activities. On the day ISS is assigned, the student will report directly to the office by 15 minutes before the 1st period begins. All books and assignments should be with the student. The student may be given a reading/writing assignment due at the end of the school day. Restroom breaks and a lunch break will be the only times the student in ISS will be permitted to leave the assigned area. The student will not have any contact with other students during the day. There may be a grade penalty involved with In-School Suspension.

F. Out-of-School Suspension

Suspension, either on a short-term or long-term basis, may be implemented for flagrant violation of school policies. Students will be ineligible for extracurricular activities during the period of suspension. Students will be responsible for all course assignments and work during a suspension that lasts for less than the remainder of the current semester. Full credit may or may not be given for such completed assignments and work. However, any assignment or work not completed will receive a grade of zero. The student may be given a reading/writing assignment due upon return to school.

G. Saturday School

Saturday School is a disciplinary school designed to reduce and/or eliminate certain inappropriate student behaviors at Dallas Christian School.

Guidelines:

1. Students and parents will be informed about the violation(s) and the date students will be required to attend Saturday School.
2. Illnesses that require a doctor's visit, mandatory pre-planned out of town family trips, or a death in the family are the only reasons a student may postpone Saturday School attendance. No student will be excused from Saturday School without submitting a written request from the parents to the administrator prior to the assignment day.
3. Saturday School will begin promptly at 8:00 a.m. and end at noon. Students will be required to wear school uniforms. Students will not be admitted after 8:00 a.m. Tardy students will have to attend the next scheduled session.
4. Students will be required to bring enough materials to study or read to keep them busy the entire morning.
5. Talking, sleeping, chewing gum, and drinking or eating food will be cause to dismiss the student from that session. The student will be required to attend the next scheduled Saturday School, or be placed in ISS.
6. The first time a student is absent, except for an approved reason, the consequences will be the same as in number 5 above.
7. The second time a student has an unexcused absence he/she will be suspended from school two days and receive "0" for all assignments due during those two days. Additionally, the student will be placed on probation at this time, and additional Saturday School truancy will be cause for dismissal from school.
8. **Any costs incurred for Saturday School supervision will be paid by parents of the student(s) involved.**

H. Discipline for Extracurricular Activities, Clubs and Organizations

Dallas Christian High School has adopted a policy that allows higher standards of discipline for students involved in extracurricular programs, clubs or other organizations.

With the approval of the president and principal, sponsors and coaches of extracurricular activities including athletics, may develop and enforce standards of behavior that are higher than the general high school discipline plan. If a violation of extracurricular policy is also a violation of the general high school discipline plan, separate consequences may occur for each area. A student may be removed from participation in extracurricular activities for a violation of that organization's policies or for a violation of the general high school discipline plan.

X. DRESS REGULATIONS AND GROOMING

A. Uniform Dress and Grooming Code

The very nature of Dallas Christian School demands that we be concerned about the image we project. All students should take modesty and good taste in dress into consideration. To uphold the Christian values we represent, dress at school must be modest at all times.

Clothing should follow the prescribed Mills uniform dress code. Brochures are available in the school office outlining specifics. Uniform pieces must have the new Charger logo. Uniforms are to be worn during the official school day, Monday through Friday. Specific uniform dress may be required for field trips.

1. Young men

- a. Hair is to be maintained so that it is not extreme. Hair should be neat and well groomed.
 - 1) No stripes, designs, or letters cut in hair
 - 2) Not to fall over the collar of the shirt, over the eyebrow, or cover more than half the ear
 - 3) Hair coloring must not be extreme as judged by school personnel.
 - 4) Haircuts, if spiked, must be no longer than 1½" high.
 - 5) Hair long enough to be pushed behind the ear will be considered out of dress code.
 - 6) Students will be reviewed for dress code compliance during 1st period of each school day in High School, and during 2nd period in Middle School.
- b. Must be clean shaven with sideburns worn no lower than the bottom of the ear lobe.

- c. Clothing should follow the prescribed Mills uniform dress code. Uniform pieces must have the new Charger logo.
 - 1) All shirts must be tucked into pants or shorts, not rolled.
 - 2) Clothing should not show excessive wear.
 - 3) Shoe requirements - Casual shoes should be neutral or school colors that coordinate with the uniform. Dress shoes should be traditional black or brown. All shoes should have closed toes and closed heels.
 - 4) A belt must be worn with pants and shorts (black, brown, khaki).
 - 5) White, black or royal blue socks, short or long, are to be worn with shorts.
 - 6) Solid color coordinated socks are to be worn with long pants.
 - 7) Approved outerwear from Mills includes a black light-weight parka (windbreaker) with blue Charger logo, a black fleece zip-up jacket, and a black v-neck pullover sweater. Students may also wear an official DC letter jacket, school issued team/cheer warm-up jacket or grey hooded, zip-up Russell sweatshirt that is available through the school office, and is the only approved sweatshirt. Hoods are not to be worn in the buildings.
- d. No visible tattoos will be allowed.
- e. No earrings, clips, or studs, spacers, protectors, wire, or anything in a piercing on the face or ears may be worn to school or school-sponsored activities.
- f. All undershirts must be solid white, grey, navy, royal blue, or black.
- g. All pants must be worn at the natural waistline. No sagging is allowed.
- h. Hats, sunglasses, headgear, hoods, and bandanas are not allowed.

2. Young ladies

Clothing should follow the prescribed Mills uniform dress code. Uniform pieces must have the new Charger logo. In addition, young ladies attending Dallas Christian School are asked to think seriously about their dress. Dress and grooming are forms of communication, and we convey non-verbally our values and personal taste through such means. There are two terms that express our philosophy for female students: modesty and good taste. Modesty requires all girls to be conscious of the following:

- a. Length of dress or skirt must be no shorter than 4 inches above the top of the floor in kneeling positions.

- b. Tightness of garment (often affects the appropriateness when sitting).
- c. All shirts and blouses are to be tucked into shorts, pants and skirts, except those designated and approved to be worn untucked.
- d. Clothing should not show excessive wear.
- e. Shoe requirements - Casual shoes should be neutral or school colors that coordinate with the uniform. Dress shoes should be traditional black or brown. All shoes should have closed toes and closed heels.
- f. A belt must be worn with pants and shorts (black, brown, khaki).
- g. Solid white, grey, navy, royal blue or black socks are to be worn with uniform shorts, pants or skirts. No writing on socks. Emblems are acceptable. Solid color tights or leggings in these colors, white, gray, navy, royal blue or black, may be worn with skirts. No lace or designs.
- h. Approved outerwear from Mills includes a black light-weight parka (windbreaker) with blue Charger logo, a black fleece zip-up jacket, and a black v-neck pullover sweater. Students may also wear an official DC letter jacket or grey hooded, zip-up Russell sweatshirt that is available through the school office, and is the only approved sweatshirt.
- i. Hair coloring must not be extreme as determined by school personnel.
- j. Visible body piercing with the exception of ears is not allowed.
- k. Blankets will not be allowed inside the building.
- l. Jackets, sweatshirts, or other outer garments may not be worn tied around the waistline.
- m. No visible tattoos will be allowed.
- n. No hats, sunglasses, headgear, or hoods will be allowed.

3. All Students

Senior Dress Privilege - Seniors may wear their designated polo shirt any day with the standard uniform skirt/pants/shorts options.

All students must wear their uniforms every day. The wearing of DC t-shirts (i.e. basketball, club, drama, etc.) is reserved for special reward/spirit days only. Wearing these shirts on any day not designated to do so will result in a Level I demerit.

Sweatshirts - The only sweatshirts that are within dress code are Russell sweatshirts purchased through the school office. DC team, club, or organization sweatshirts may not be worn except on special reward days. Wearing these sweatshirts on any day not designated will result in a Level I demerit.

B. Consequences for Dress Code Violation

Students violating dress code policies may be removed from class (with loss of credit during time missed) until the standards are met. Multiple infractions will result in progressively serious consequences (as necessary to gain attitudinal and behavioral compliance) at the discretion of the responsible administrator.

As with all discipline policies, these dress and grooming regulations cannot define the entire scope of these complicated issues. Administrative discretion will be used where policy statements are not definitive.

If a student is in doubt about wearing something that may not meet the dress code standards, he/she should not wear it. The administrators will be happy to discuss, in advance, what is acceptable attire for school and school-related activities.

C. Dress for Special Occasions

1. Banquet Attire

In choosing clothes for events such as banquets, parents and their daughters should focus attention on the weight and cling of fabrics and cut of the dress (front and back). Strapless dresses in high school are acceptable when deemed to be modest and in good taste by school personnel. In middle school, strapless dresses are allowed only with jackets. No backless dresses. The back of the dress should be above the normal bra line. Slits can be no higher than 4" above the knee and short dresses should be no shorter than 4" above the knee. Junior and senior class female sponsors will check all dresses for dress code compliance and reserve the right to deny attendance if the dress is considered inappropriate. Students should adhere to the principles of modesty and good taste as defined earlier.

2. Field Trips

Teachers will specify field trip dress from the Mills uniforms.

XI. CO-CURRICULAR OFFERINGS AND REGULATIONS

Student Organizations

The following are organizations that may be available to students at Dallas Christian School. The discipline record of the student is a determining factor for membership. National Honor Society, Student Council, Class or Homeroom Officers, Spanish, Thespian, Quill and Scroll, and others as interest and time permit are student organizations offered at DC.

All school-sponsored activities must be planned and cleared through the appropriate sponsor(s) and approved by the principal.

A. National Junior Honor Society

Based on the guidelines of the national constitution of the National Junior Honor Society, the Dallas Christian Middle School policies governing NJHS selection and membership are as follows:

Membership Eligibility

- a. Students in grades 7 and 8 will be eligible for the National Junior Honor Society. Candidates must have been in attendance at Dallas Christian at least one semester.
- b. Candidates must have a cumulative scholastic average of at least ninety-three (93) percent for semesters beginning with 6th grade for National Junior Honor Society. They will also be evaluated on the basis of character, service, and leadership as demonstrated in various school, community, and church activities. They will be required to document these activities.

Selection

- a. Students may not apply for membership. Membership is an honor bestowed upon a select group of students by the faculty.
- b. Students who question their non-selection do not have a legal right to a hearing. However, they will have the opportunity to present their concerns to the principal or the chapter adviser.

Membership

Active members must maintain the high standards by which they were selected.

Dismissal

Members may be dismissed if they fall below the Dallas Christian School NJHS standards of scholarship, character, service, conduct, and leadership. Any student who does not comply with the highest standards of academic integrity and behavior policies is subject to dismissal.

B. National Honor Society

Based on the guidelines of the national constitution of the National Honor Society, the Dallas Christian High School policies governing NHS selection and membership are as follows:

Membership Eligibility

- a. Students in grades 10, 11, and 12 will be eligible for the National Honor Society. Candidates must have been in attendance at Dallas Christian at least one term. A student may have no more than five (5) absences (excused or unexcused) for each semester.
- b. Candidates must have a cumulative scholastic average of at least ninety (90) percent for semesters beginning with 9th grade.
- c. Candidates will also be evaluated on the basis of conduct, character, service and leadership as demonstrated in various school, community and church activities. They will be required to document these activities. Members not meeting the D.C. 25 hour minimum yearly service hour requirement will be removed from the National Honor Society.

Selection

- a. Students may not apply until certified by the faculty council. Membership is an honor bestowed upon a select group of students by the faculty council (five members) on behalf of the school faculty.
- b. Students who question their non-selection do not have a legal right to a hearing. However, they will have the opportunity to present their complaints to the chapter adviser and/or high school principal.

Membership

Active members must maintain the high standards by which they were selected. Any discipline action that includes suspension will result in automatic removal from the National Honor Society.

Activities

The National Honor Society will participate in at least one major group service project annually. All members are to participate.

Dismissal

Members may be dismissed if they fall below the standards of the DCHS chapter.

C. Non-Academic Offerings

1. General Policy on Holding Offices

- * A student may be president of only one organization.
- * A student council officer may not be a class officer.
- * A student may only be an officer in three (3) organizations.

2. Student Council

Representatives from each class, 7th through 12th grades, are chosen by the classes. Representatives must maintain an 85 academic and conduct average (91 conduct average in the MS), as determined by the discipline record.

The student body elects officers of the student council. In order to be qualified to hold an office in student council, a student must have and maintain an 85 average or above (with no semester grade below a 70), as well as a satisfactory record of conduct. An officer must be a senior or junior during his/her term of office and must receive permission to run for office from the principal. A student may not run for an office or be a representative if he/she has been suspended, placed on probation, or any major violation during the current school year.

3. Class Officers - Grades 9-12

Class officers must be elected from those students who meet the following requirements:

- Minimum grade point average of 85
- Satisfactory conduct average of 85 as determined by the discipline record
- Enrollment at DC for a minimum of one semester
- Approval of class sponsor and principal

4. Student Organizations and Performing Groups

Student organizations and performing groups, such as the band, choir, and athletic teams, may establish rules of conduct--and consequences for misbehavior--which are stricter than those for other students. If a violation is also a violation of school rules, the consequences specified by the school shall apply in addition to any consequences specified by the organization.

5. Athletic Offerings (Middle School) - Football, volleyball, basketball, track, tennis.

Athletic Offerings (High School) - Football, volleyball, cross country, basketball, tennis, track, golf, softball, baseball, soccer, and wrestling.

XII. COMPUTER NETWORK USAGE

Students are expected to do the following when using any computer on campus:

- A. Take great care of all technology equipment. Do not remove the covers from keys or the inserts in mice. Do not damage the equipment in any way or weaken its utility.
- B. Use only software legally available through the network. Students should never delete files from the hard disk, enter or change another person's password, copy others' work, store private software, games, or pirated software on the network, or bring games to play on the system without specific permission of a teacher for educational reasons. Students should use only the programs a teacher or the network administrator places on their menu.

XIII. INTERNET USAGE

Internet access is being made available to students and faculty at Dallas Christian. Our goal in providing this service is to promote educational excellence in school by facilitating resource sharing, innovation, and communication.

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. Dallas Christian has taken precautions to restrict access to controversial materials. However, on a global network, it is impossible to control all materials.

Proper conduct must adhere to strict guidelines outlined below. The use of the Internet is a privilege, not a right. Inappropriate use will result in a cancellation of those privileges. The system administrators will deem what is inappropriate use.

Proper Internet Etiquette - Students are expected to abide by, but not limited to the following:

- 1. Use appropriate language while using electronic mail (e-mail). Do not swear, use vulgarities, or any other inappropriate language. Illegal activities are strictly forbidden.
- 2. Do not reveal your personal address or phone numbers of students or colleagues.

3. Electronic mail (e-mail) is not guaranteed to be private. Messages relating to or in support of illegal activities will be reported to authorities.
4. Users must avoid spreading computer viruses. Deliberate attempts to degrade or disrupt system performance will be viewed as criminal activity under applicable state and federal law.
5. Users may not download, store, create, or print files or messages that are profane, obscene, or that use language that offends or tends to degrade others.

Dallas Christian Chargers

School Colors: Royal Blue and White

Alma Mater

*Hail to thee our Christian High School
Thanks and praise this day we give
We extol thee laud and glory
By thy standards may we live
Ever firm is thy foundation
Ever straight thy pathways be
Keeping us from worldly evil
Alma Mater hail to thee*

Accredited by Southern Association of Colleges and Schools
and the
National Christian School Association