

# STUDENT-PARENT HANDBOOK

2021-2022



## DESERT CHAPEL CHRISTIAN SCHOOL

ELEMENTARY CAMPUS: 630 SOUTH SUNRISE WAY, PALM SPRINGS, CA 92264

MIDDLE/HIGH SCHOOL CAMPUS: 710 SOUTH SUNRISE WAY, PALM SPRINGS, CA 92264

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# 2021-2022 DCCS STAFF

## SCHOOL LEADERSHIP & ADMINISTRATION

Pastor Fred Donaldson	Senior Pastor & Superintendent
Pastor Don Parshall	Executive Pastor & Head of School
Mrs. Michele Ingram	Vice Principal & Academic Coordinator
Coach Tim Brasic	Athletic Director
Mrs. Christina Behrend	School Secretary & Registrar

## FACULTY: ELEMENTARY

Mrs. Diana Williams	Transitional Kindergarten
Ms. Julie Wood	Kindergarten
Miss Kylene Ollar	First Grade
Ms. Harebottle	Second Grade
Miss Perla Vargas	Third Grade
Mrs. Judy Brown	Fourth Grade
Mrs. Bonnie Coons	Fifth Grade
Mrs. Lori Wilson	Sixth Grade

## FACULTY: MIDDLE/HIGH SCHOOL

Mr. David Bardwell	HS Mathematics, HS Science, & HS Bible
Mr. Ricky Fonteneau	MS/HS Mathematics, MS/HS Physical Education
Ms. Kasey Roberts	MS/HS Mathematics
Mr. Matthew Ruzicka	MS/HS Science, HS Bible
Miss Erika Bell	HS History, HS Life Skills, HS ASB
Mr. Wayne Clemons	MS History, MS Bible, MS Computers, MS Physical Education & HS Yearbook
Mrs. Shannon McNeill	MS/HS English, HS ELL, & MS Bible
Ms. Kellie Wilson	HS English, HS Bible, & HS Physical Education
Mr. Dave Sills	HS Consumers Math, Civics & Economics, & HS Worship Team

## SUPPORT STAFF

Miss Alexia Barajas	Elementary Classroom & Lunch Aide
Miss Rachel Castillo	Elementary Lunch & After School Care Aide
Mrs. Heather Flinn	Middle/High School Office Assistant & Aide
Mrs. Tessie Kittisit	Elementary After School Care Aide
Miss Bella Nunez	Elementary Lunch & After School Care Aide
Mrs. Gladys Roldan	Elementary Classroom, Lunch, & After School Care Aide
Mrs. Elizabeth Simpkins	Elementary Classroom Aide
Mrs. Theresa Tovar	Middle/High School Aide
Miss Hannah Zeigler	Elementary Physical Education & Classroom Aid

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## SCHOOL INFORMATION

### SCHOOL VISION:

Desert Chapel students will acquire wisdom, knowledge and a Biblical worldview as evidenced by a lifestyle of character, leadership, service, stewardship, and worship.

### SCHOOL MISSION:

Desert Chapel will provide students with a Christ-centered, Biblically-directed education, which will encourage a personal relationship with Jesus Christ, academic excellence, Christian values, and physical and social well-being.

### EDUCATION PHILOSOPHY:

The Christian philosophy of education is unique in contrast to all other educational philosophies. Other philosophies of education are man centered. Christian education is centered in the person of Jesus Christ as revealed in the Word of God.

The Christian philosophy holds that God, as the Ultimate Truth, becomes real to each person – man, woman or child – when that person accepts Christ, the crucified, risen Lord, through faith (“I am the Way, the Truth and the Life” John 14:6). In keeping with these convictions, the school administration builds, and the teacher teaches, a curriculum that is God-centered.

The entire educational program is designed to bring glory and honor to God and to encourage reverence for all of God’s creation in the heart and mind of each student. The student does not learn reverence for God through the intellectual process alone, but through accepting Jesus Christ as personal Savior.

The student will then be open to guidance of the Holy Spirit in the learning of skill, knowledge, and values. Teaching does not become Christian because we teach biblical truths alone, but rather because these truths are exemplified and practiced in the curriculum, activities, and everyday lives of students and staff.

True Christian education is discovering and applying truth, seeing God revealed in truth, and recognizing that God alone is the Creator, and that we are made in the image of God. The Bible is truly clear in the establishment of the family unit as the primary social structure (Deuteronomy 11:19, Deuteronomy 6:1-9, Ephesians 6:1-4).

DCCS views itself as an extension of the home; therefore, we exist to help parents meet their God-given responsibility to train their children to know and serve God.

## EXPECTED STUDENT OUTCOMES:

**Spiritual Growth:** Desert Chapel students will:

- Understand the Biblical basis of having a personal relationship with Jesus Christ
- Acquire foundational knowledge of the Bible
- Develop Biblical principles in peer, classroom, and community relationships

**Intellectual Growth:** Desert Chapel students will:

- Communicate effectively using oral and written language
- Develop logical and critical thinking skills

**Physical Growth:** Desert Chapel students will:

- Understand the need to develop and maintain physically fit bodies
- Develop concepts that promote a healthy lifestyle

**Social Growth:** Desert Chapel students will:

- Identify appropriate behavior and develop a healthy relationship with peers and the community
- Display growth in leadership skills through service to others

## STATEMENT OF PURPOSE:

Desert Chapel Christian School was established to educate, conduct, and maintain a school for the daily instruction of students.



## DOCTRINAL STATEMENT:

1. We believe that the Bible is the inspired Word of God: immutable, steadfast and unchangeable. (2 Timothy 3:16,17)
2. We believe that God is triune: Father, Son and Holy Spirit; that the three are coexistent, coeternal, and equal in divine perfection as One True God. (Matt.28:19)
3. We believe that man, created in the image of God, by a voluntary act of disobedience fell into sin bringing consequences to all of mankind. (Genesis 1:27)
4. We believe that while we were yet sinners Jesus Christ died for us, took our place and with His life's blood purchased a pardon from sin to all those who believe in Him. The pre-existence, incarnation, virgin birth, sinless life, miracles, substitutionary death, bodily resurrection, ascension to Heaven, and the second coming of the Lord Jesus Christ are all essential to that basic belief. (John 3:16, Titus 2:14)
5. We believe that salvation is wholly by grace; that no human righteousness or merit can contribute to our receiving salvation and favor. (Ephesians 2:8)
6. We believe that the change that takes place in people at conversion is a very real one; that having received righteousness through Christ, people will have new desires, interests and pursuits in life. (2 Corinthians 5:17)
7. We believe a Christian's conduct should model that of Christ in uprightness, balance, humility and self-sacrifice. (Philippians 4:5)

*Note: The complete doctrinal statement can be found @ [www.foursquare.org/landing](http://www.foursquare.org/landing)*

## SCHOOL HISTORY:

Desert Chapel Foursquare Church first met in 1951. In 1967, the church purchased 3 acres of land on Sunrise Way. Construction on the sanctuary began in 1977 and on Easter Sunday of the following year the first service was held in this new building. In the ensuing years four additional projects have resulted in offices, a fellowship hall, elementary school classrooms, and the present expanded sanctuary.

In 1980 Desert Chapel Christian School opened its doors as a K-6 school. There was a 1-2 combination, a 3-4 combination and a 5-6 combination. Middle school had just a few students who worked on their own using an individualized program through the Accelerated Christian Education curriculum. In the fall of 1990, a traditional junior high opened utilizing newly built classrooms in the fellowship hall.

After many years of prayer and negotiations, a site in excess of 5 acres adjoining the church, became available and was purchased in 1995. Four years later the present high school site, an additional 2.2 acres, was purchased. Desert Chapel High School opened its doors in the fall of 1999 housing a middle school and a freshman class. Each year an additional grade level was added until the first graduating class of 2003 crossed the stage and received their diplomas.

Originally, the site consisted of 8 portable classrooms. For two years these classrooms served both the middle and high school students. In 2001 a large renovation of the high school campus was completed starting with the purchase of an additional 9 portable classrooms and ending with the completion of the 10,000 square foot gymnasium and restroom facilities.

The vision for this high school came from the Senior Pastor, Fred Donaldson. He saw an enormous need for a Christian high school in the west end of the Coachella Valley. Local students finishing middle school had to travel 20-30 miles down valley to attend a Christian high school or attend one of the public high schools in the Palm Springs Unified School District. A high school at Desert Chapel would provide students and their families with an option for continuing their Christian education closer to home as well as providing a safe and secure environment.

Desert Chapel High School is committed to providing for the intellectual, spiritual, social, and physical needs of its students. Not only did they want to provide a quality academic program, they wanted to establish an excellent athletic program. The football field and the gym were designed for physical education classes, extracurricular activities as well as host CIF sporting events.

## **SCHOOL SPONSORSHIP & AFFILIATION:**

Desert Chapel Christian School is owned by the International Church of the Foursquare Gospel and sponsored by Desert Chapel Foursquare Church. Desert Chapel is a member of the Association of Christian Schools International and accredited by the Western Association of Schools and Colleges (WASC).

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# **ADMISSIONS**

## **ADMISSION PHILOSOPHY, POLICY & PROCEDURES:**

Desert Chapel Christian School is open to anyone interested in securing a Christian education, from Transitional Kindergarten through Twelfth grade, whom the school finds qualified for admission and who agrees (and whose parents agree) that he or she shall abide by Desert Chapel Christian School rules and guidelines. It must always be understood that attendance at Desert Chapel Christian School is a privilege and not a right. Any student who does not conform to the school's standards of conduct and/or who is unwilling to adjust to our environment must forfeit this privilege.

All students must be convinced they want to attend Desert Chapel Christian School, and agree to honestly and wholeheartedly apply themselves to "study to show [themselves] approved unto God" (2 Timothy 2:15, KJV). They also agree to be courteous and respectful to their peers, staff, faculty, and other daily associates.

Desert Chapel Christian School admits students of any race, color, national and ethnic origins to all the rights, privileges, programs, and activities generally accorded or made available to students at the school. It does not discriminate on the basis of race, color, national and ethnic origin in admissions policies, athletic, and other school-administered programs.

Desert Chapel Christian School reserves the right to select students on the basis of academic performance, religious commitment, lifestyle choices, and personal qualifications, including a willingness to cooperate with Desert Chapel Christian School administration and to abide by its policies.

## ADMISSIONS GUIDELINES:

The following guidelines are used to determine a student's eligibility for admission to Desert Chapel Christian School.

### A. Existing Staff or Family:

- Children of existing staff or siblings of existing family members receive first preference for admission.

### B. Decision-Making Factors Involving the Family:

- Supportive of the philosophy of Christian Education
- Actively involved in the activities of their child at school, church, community, and other social or family gatherings
- Respectful attitude toward staff and teachers
- Willingness to make Biblically-based choices

### C. Decision-Making Factors Involving the Student:

#### Overall Academics

- Is the student capable of advancement?
- Can the student perform at or above the national norm for the grade level?
- Can the student perform at or above the average grade level performance for DCCS students?
- Special needs students will be evaluated on an individual basis. We are not able to meet all academic needs due to limitations in our facilities, non-classroom specialists, counselors, media specialists, and tutoring resources. Every effort is made to determine what is best for each student. We are driven to equip students for success, and will be transparent about our ability to provide the right environment for that success.

#### Christian Commitment

- Signed Faith Statement

#### Behavioral Requirements

- Desert Chapel Christian School seeks to maintain a high level of personal discipline, integrity, and Christian standards. Therefore, we will not admit students that have demonstrated a record of serious discipline or conduct-related issues that are contrary to the standards or goals of our school.

#### Other Factors

- Total number of students enrolled
- Ratio of boys versus girls presently enrolled in each grade level in question

## LATE REGISTRATION POLICY:

It is the mandate of Desert Chapel Christian School to provide every opportunity for students to thrive academically, grow spiritually, develop depth of character, and attain success for a bright future. Presence in the classroom is paramount for student success, and interruptions and disruptions in the academic process are impediments for attaining these goals. To this end, Desert Chapel Christian School encourages early registration and a timely start to the academic year, and we do not practice rolling admission.

Admission applications received after the start of the academic year are deemed Late Registrations. Transfers during the school year are disruptive for students and schools, and will generally not be accepted. Transfers are not permitted after the enrollment cycle closes at the end of August, except in limited circumstances.

Admission applications received after the commencement of the academic year and within the first semester will be considered when they meet the following qualifications:

- Minimum GPA of 3.0
- A grade of C or higher in all core academic cores
- The admissions application is completed in its entirety
- There are compelling reasons for a late start to the academic year

Admission applications received after the start of the second semester will not be considered for the current academic year; however, may be considered for the subsequent academic year.

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# ACADEMICS

Students must demonstrate an appropriate degree of success in the classroom in order to be given opportunities to participate in other aspects of school life. Academic issues will be regulated as indicated in each area below:

*“Pray for us, for our conscience is clear and we want to live honorably in everything we do.” Hebrews 13:18*

## ACADEMIC HONESTY:

We teach, train, and expect our students to be honest in all they do. This expectation also applies to school work. The following are specific examples of instances and circumstances that students are expected to demonstrate honest behavior:

- Projects and assignments are to be prepared by the student, working on their own behalf. Students are not to represent the ideas or the language of others as their own. This includes plagiarism from the Internet, paper sources, and even the copying of homework. Quotations and/or paraphrasing should be properly documented according to specific class guidelines and instructions.
- Students do not alter or destroy the work of other students, or the educational resources and materials of Desert Chapel Christian School.
- Students should neither give nor receive assistance during examinations
- Students are expected to accurately record and report data observed in laboratory/research projects involving the collection of data. Students are not to alter or change data for any reason.
- Students are not to represent completed work from one course as original work for another.

## ACADEMIC DISHONESTY:

Academic dishonesty includes, but is not limited to, cheating; submitting another person's work as one's own work; plagiarism; sharing answers with another student during a test, etc. When a student is not honest on a test, quiz, school assignment, or assessment, the teacher will discuss it with the student. The teacher will inform Administration. The consequences for dishonesty below will be followed.

## CONSEQUENCES:

### FIRST TIME OFFENSE:

- Teacher assigns a zero ("0") for the work
- Teacher discusses academic dishonesty with the student
- Teacher notifies the parents and the Academic Coordinator

### SECOND TIME OFFENSE:

- Teacher assigns a zero ("0") for the work
- Student and parents meet with the Principal and Academic Coordinator
- Consequence is determined, which may include a one-day suspension

### THIRD TIME OFFENSE:

- Teacher assigns a zero ("0") for the work
- Student and parents meet with the Principal and Academic Coordinator
- The student will serve a one to two-day suspension
- The student is placed on Academic Probation

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## GRADING SCALE:

### ELEMENTARY GRADING SCALE:

<b>A</b>	90 – 100%
<b>B</b>	80 – 89%
<b>C</b>	70 – 79%
<b>D</b>	60 – 69%
<b>F</b>	0 – 59%

## MIDDLE & HIGH SCHOOL GRADING SCALE:

<b>A+</b>	98 – 100%	<b>C+</b>	77 – 79%
<b>A</b>	93 – 97%	<b>C</b>	73 – 76%
<b>A-</b>	90 – 92%	<b>C-</b>	70 – 72%
<b>B+</b>	87 – 89%	<b>D+</b>	67 – 69%
<b>B</b>	83 – 86%	<b>D</b>	63 – 66%
<b>B-</b>	80 – 82%	<b>D-</b>	60 – 62%
		<b>F</b>	0 – 59%

## GRADE POINT AVERAGE:

A **Grade Point Average (GPA)** is a number representing the average value of the accumulated final grades earned in courses over time. A student's grade point average is calculated by adding up all accumulated final grades and dividing that figure by the number of grades awarded. This calculation results in the average of all final grades. Desert Chapel Christian School utilizes a 0 – 4.0 scale.

Desert Chapel Christian School utilizes a weighted grade system, which gives students a numerical advantage for grades earned in higher-level courses, such as Honors courses, Advanced Placement courses, and Dual Enrollment courses.

UNWEIGHTED GPA SCALE		WEIGHTED GPA SCALE	
<b>A</b>	4	<b>A</b>	5
<b>B</b>	3	<b>B</b>	4
<b>C</b>	2	<b>C</b>	3
<b>D</b>	1	<b>D</b>	1
<b>F</b>	0	<b>F</b>	0

## ACADEMIC PROBATION:

If a student fails to achieve a 2.0 grade point average (GPA) during any grading period, the student and parents will receive a letter placing them on Academic Probation. Tutoring is mandatory for any student on Academic Probation. At the end of the next grading period, the student is required to have raised his/her grade point average to a 2.0 or higher. If this is achieved, the student will be removed from Academic Probation.

## **ATHLETIC ELIGIBILITY:**

If a student has been placed on Academic Probation, and, at the end of the next grading period, fails to raise his/her grade point average to a 2.0 or higher, the student will continue to be on Academic Probation. In addition, the student will be placed on Athletic Ineligibility. The student and parents will receive a letter informing them of athletic ineligibility. Tutoring is mandatory for any student on Athletic Ineligibility.

A student must maintain a GPA of 2.0 in order to be eligible to participate in any kind of co-curricular or extra-curricular activities, including athletics.

Students are ineligible for extra-curricular activities (including sports participation) while serving a suspension from school. A suspended student may not be present on campus or at any school-sponsored event, even as a spectator, during the period of suspension.

## **ACADEMIC REVIEW:**

All students are subject to an Academic Review, both as a new student or a returning student prior to the beginning of each new school year. A student may be subject to an Academic Review whenever the Administration determines that a student may be jeopardizing the possibility of a grade promotion, or of meeting graduation requirements. That review will determine the student's future at Desert Chapel Christian School.

## **ACADEMIC REMEDIATION:**

There are times when a student fails to reach their potential in a given course of study. When a required class has been failed at the high school level, or a core subject failed at the middle school level, an attempt is made to retake the course. Limitations on course offerings in a small school often make it impractical to accomplish this only by the conventional classroom approach, so a variety of options are available, including online learning.

## **CLASS ASSIGNMENTS**

### **ELEMENTARY SUBJECTS OF STUDY:**

- Bible
- Mathematics
- Writing & Grammar
- Reading
- Novel Studies
- Spelling & Phonics
- Cursive
- History
- Science
- Physical Education
- Music

## **MIDDLE & HIGH SCHOOL:**

The Academic Coordinator will determine the scheduling of middle school classes, and the students will be informed of their class schedule prior to the start of the school year. High school students will complete a Schedule Request Form in May. The Academic Coordinator will communicate with the student to determine the appropriate classes for the following year. Parents are encouraged to become involved with this process.

Whenever a new student enters our educational program, other than at the beginning of a new school year, the student, parent, and Academic Coordinator will meet to ensure that the student is entering the best classes suited for their academic success and to ensure the student meets Desert Chapel High School graduation requirements.

## **MIDDLE SCHOOL COURSE SELECTIONS:**

### **ENGLISH**

- English 7
- English 8

### **MATHEMATICS**

- Pre-Algebra 7
- Algebra I (HS level course applied to high school graduation requirements)

### **SCIENCE**

- Life Science 7
- Physical Science 8

### **SOCIAL SCIENCE**

- Heritage Studies: Ancient Civilizations 7
- World Studies 8

### **PRACTICAL ARTS**

- Art
- Computers
- Foundations in Personal Finance (8)
- Music - Worship Team

### **PHYSICAL EDUCATION**

- Physical Education
- Extra-Curricular: Middle school sports participation

### **BIBLE**

- Walking in Truth – A Christian Worldview (7)
- Walking in Truth – Competitive Worldviews (8)



## **HIGH SCHOOL COURSE SELECTIONS:**

### **ENGLISH**

- English 9 CP & English 9 Honors
- English 10 CP & English 10 Honors
- English 11 CP & English 11 Honors
- English 12 CP
- ELL I & ELL II (English Language Learners)
- AP English Literature & Composition

### **MATHEMATICS**

- Algebra I (HS)
- Geometry
- Algebra II
- Pre-Calculus
- Consumer Math
- AP Calculus AB

### **SCIENCE**

- Biology
- Chemistry
- Physics
- AP Environmental Science

### **SOCIAL SCIENCE**

- Geography
- World History: Early Civilizations
- World History CP & World History Honors
- United States History CP & United States History Honors
- California History
- AP Modern World History
- Civics
- Economics

### **FOREIGN LANGUAGE**

- Spanish I
- Spanish II
- Spanish III

### **FINE ARTS**

- Yearbook

## PHYSICAL EDUCATION

- Physical Education – Weight-Lifting Class
- Physical Education – Cardio Class
- Extra-Curricular – Collegiate Sports Participation

## BIBLE

- Understanding the Faith (9)
- Understanding the Times (10)
- Understanding the Culture (11/12)

## ADDITIONAL ELECTIVES

- ASB Leadership
- Media

## INDEPENDENT STUDY

- Online opportunities for remediation and enrichment
- Dual Enrollment Classes
- Online AP Classes through UC Scout

## SCHEDULE CHANGES:

The Principal, Academic Coordinator, students, and parents work together to make any schedule changes. A student may request a Schedule Change Form from the school office, to be signed by parents and teachers. At the beginning of a semester, schedule changes will be allowed only during the first week of instruction, with exceptions made for extenuating circumstances.

## HOMEWORK:

The objective of homework is to increase the retention of concepts taught in the classroom. Students can expect to receive homework 3-4 times per week, with the amount of time varying by grade level, subject, and course level (i.e., Honors, AP).

## REPORT CARDS & PROGRESS REPORTS:

- **Report cards** are produced on a quarterly basis. Elementary report cards are distributed at the end of first quarter and midway through the third quarter at Parent-Teacher Conferences, otherwise they are mailed. Middle and high school report cards are both mailed and emailed at the end of each quarter.
- Mid-quarter **Progress Reports** are produced on a quarterly basis. Elementary progress reports are mailed. Middle and high school progress reports are sent to parents via e-mail, and are handed to students directly. These are also available for review by parents and students on their online FACTS Family Portal:  
<https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx?>
- For a student who continues to have difficulty in maintaining an acceptable GPA, or fails to complete assigned work on a consistent basis, parents may request the student be placed on a daily or weekly progress report. It should be noted that parents and students can view grades at any time through the

FACTS Family Portal, and it is highly recommended that parents monitor their students grades consistently and regularly.

## CONFERENCE SCHEDULING:

Parents are more than welcome to contact their student's teacher at any time during the school year to discuss the progress of their student. Parents may reach out to a teacher via email. To schedule a teacher conference, please contact the school office. Advise the secretary as to the best time and day of the week for the meeting and every effort will be made to accommodate your request. If you would prefer to speak to the teacher via telephone, please advise the secretary as to the time of day that you will be available, and again every effort will be made to accommodate your request.

## HONOR ROLL:

To be named to the Honor Roll, High Honor Roll, or Highest Honor Roll, student must meet the following criteria:

- **Highest Honor Roll:** Earn an academic GPA of 4.0 or higher
- **High Honor Roll:** Earn an academic GPA of 3.5 – 3.9
- **Honor Roll:** Earn an academic GPA of 3.0 – 3.4

## GRADUATION REQUIREMENTS:

At Desert Chapel Christian School, our graduation requirements are intended to prepare our students for the rigorous academic challenges that are anticipated at the college and university level. These requirements are reviewed regularly and adjusted to make certain that our curriculum continues to be College-Preparatory.

## REQUIREMENTS AND RECOMMENDATIONS

Each semester course equals 5 credits. Bible classes taken prior to the 2021-2022 academic year earn 2.5 credits per semester. Effective August 2021, Bible classes will earn 5 credits per semester.

A DCCS graduate will earn a minimum of **255 - 275 semester credits**. Students will graduate with a Cumulative GPA of 2.0 or higher, and a passing grade in all Bible classes.

- |                             |  |
|-----------------------------|--|
| ○ <b>Bible</b>              | 20 – 40 credits (2.5 or 5 credits per semester)            |
| ○ <b>English</b>            | 40 credits   |
| ○ <b>Science</b>            | 30 credits (40 credits recommended by 4-year universities) |
| ○ <b>Social Science</b>     | 45 credits   |
| ○ <b>Mathematics</b>        | 30 credits (40 credits recommended by 4-year universities) |
| ○ <b>Foreign Language</b>   | 20 credits (30 credits recommended by 4-year universities) |
| ○ <b>Fine Art</b>           | 10 credits   |
| ○ <b>Physical Education</b> | 20 credits   |
| ○ <b>Electives</b>          | 40 credits   |

## **SCHOOL RECORDS/TRANSCRIPTS:**

Parents or students may request a transcript for both official and unofficial purposes. Official transcripts are mailed directly to the requesting institution in a sealed envelope. Unofficial transcripts may be provided directly to students or parents. Transcript requests may be directed to the Academic Coordinator or the DCCS Secretary/Registrar.

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## **ATTENDANCE**

Regular attendance is a critical component for success in school. When students are absent from school, it is critical that proper arrangements are made for the absence, and that responsibility is taken for appropriate re-entry into school. We encourage families to plan vacations and non-emergency, extended absences for non-school times. Extended absences result in significant disruption to student learning and proficiency.

Absences in the following categories will be handled as indicated:

### **EXCUSED ABSENCES:**

An excused absence is an absence with the knowledge and consent of parents and school. Absences may be excused for the following: personal illness, serious illness in the family, school-approved trips, court appearances, medical or dental appointments, religious holiday, family bereavement, or other emergencies. All pre-arranged absences for more than one week must be cleared through administration. A Special Request Absence (SRA) form must be completed no later than one week prior to the expected extended absence, requiring teacher and Academic Coordinator signatures. Make-up work must be completed in the same number of days as the absence.

### **UNEXCUSED ABSENCES:**

Unexcused absences will result in the student's loss of classroom participation points for that day. The student will have an opportunity to make up assignments and tests in the classes that are impacted by the absence, with the possibility of deducted points from the assignment (as communicated by the teacher on the course syllabus). The number of days absent equals the number of days the student has to make-up missed work or testing.

### **ACTIVITY-RELATED ABSENCES:**

School-related activities and sports might occasionally require a student to be absent from school. It is the responsibility of the student to contact their teachers before they leave for the activity to arrange for the completion of missed assignments and tests, due to the absence. Failure to fulfill this requirement means that this type of absence may be considered unexcused, even though it is a school-related activity. For any anticipated absence, even sports-related, a Special Request Absence (SRA) form can be obtained in the school office, and it is the responsibility of the student to complete the form, have it signed by the teacher(s), and submit it to the Academic Coordinator prior to the absence from class(es).

## **PRE-ARRANGED ABSENCES:**

For a planned and pre-arranged absence, the student must complete a Special Request Absence (SRA) form (available in the school office). The student must complete the form no later than one week prior to the absence. It is to be signed by each of the student's teachers and turned into the office for the approval of the Academic Coordinator. The student is responsible to make up all missed work. The number of days absent equals the number of days the student has to make-up missed work or testing.

## **EXCESSIVE ABSENCES:**

Poor attendance negatively impacts academic achievement. After (5) unexcused or (10) excused absences per semester, the school administration will contact the student's parents to decide what action is necessary. Excessive and continued attendance problems are deemed a family issue, and parents will be invited to consult with Administration. For continued absentee and tardy issues, a student may be subject to disciplinary and/or academic review, leading to probation, suspension, or the need to withdraw the student. Presence in the classroom for instruction and participation is necessary and required in order to gain course credit. Absences from a class that equal more than 10% of the total classes in a semester may result in the student failure to receive credit for the class, requiring the student to do credit recovery.

## **MAKE-UP WORK:**

When an absence occurs, the student is responsible for any class work or testing missed, and must arrange with the teacher to make up assignments, tests, or quizzes. All make-up work must be returned with a time period equal to the length of the absence. If an assignment or project was assigned prior to the student's absence, and it was due while the student was absent, it is due immediately upon return to class.

## **ATTENDANCE & EXTRACURRICULAR PARTICIPATION:**

A student must be in attendance for at least 50% of the school day in order to participate in extracurricular activities on that same day. This includes sport practices and game, as well as extra-curricular and other school-sponsored activities.

## **RE-ADMITTANCE:**

DCCS is required to verify all student absences. Parental and student assistance in this area will help avoid the need for the school secretary to call home. Please follow these steps:

- Parents should call the school office (327-2772) between 8:00 a.m. and 10:00 a.m. on each day of absence, in order for the absence to be considered excused.
- Students must bring a written verification of absence, if the parent did not call the school office to report an absence, which is signed by the parent, stating the dates absent and reason for the absence.
- Students who have been absent from class will be readmitted only upon presentation of an Absent/Tardy Pass to their teacher, which is issued by the school office.

## **TARDINESS:**

Being on time for school is a crucial for students. Late arrival to the school is only excused for reasons that are beyond the student's control, or special circumstances, such as an appointment. Tardiness not only decreases a student's ability to learn and benefit from instruction, but it significantly disrupts the educational process, as well as the entire classroom to which the student tardily enters. During the school day, students are to be in the classroom, seated in their chair, and ready for class to commence when the class bell rings.

A student arriving after 8:00 a.m. (Elementary) or 7:50 a.m. (MS/HS) must come through the school office. A student must be present for the beginning of the school pledge to be deemed punctual. The school administration approves excuses for arriving late to school only for reasons that are beyond the student's control (i.e., car trouble, flat tire, accident, etc.) The student will be provided an Absent/Tardy slip, which is required for entry to the classroom.

On the MS/HS campus, a tardy student who has missed the first 20 minutes of a class period, will be required to wait in the school office until the start of the next class period. This is to avoid the disruption of instruction and/or test-taking.

## **UNEXCUSED TARDINESS:**

A student with (10) or more unexcused tardies per semester will result in notification to the parents/guardians. Continuation of this pattern of behavior will result in administrative disciplinary action, which may include loss of privileges or Behavior Probation.

## **EXCESSIVE TARDINESS:**

It is important that students get to classes on time so that class time is maximized and classroom disruptions are held to a minimum. Whenever tardiness to any one class becomes a disruption to the educational process of that class, the student will receive a warning and a parent will be contacted. Failure to correct this behavior may result in administrative disciplinary action.

A pattern of continued unexcused tardiness may result in the student being placed on Behavioral Probation or suspension.

## **SENIOR ATTENDANCE:**

Seniors may choose to end their school day early, if all required courses for graduation have been completed. If a Senior chooses to leave early, the student will not be allowed to remain on the campus at the conclusion of the scheduled classes. If a Senior choose to remain on campus, the student will be required to enroll in a class and will be expected to attend that class each day. California education code requires a student to be enrolled in five classes (25 credits) per semester. The California Interscholastic Federation (CIF) athletic guidelines require a student to be enrolled in a minimum of four classes (20 credits) per semester in order to participate in collegiate level sports.

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# TECHNOLOGY

At Desert Chapel Christian School, we have high expectations for each and every one of our students. Although the Internet represents a valuable information resource for legitimate school business, it also represents a significant opportunity for abuse. It is the school's policy that Internet use should be strictly limited to school activities or assignments.

Students are responsible for good behavior on school computer networks just as they are in a classroom or a school hallway. Communications on the network are often public in nature. *General school rules for behavior and communications apply.*

The computer network is provided to students for educational purposes only. Access to computer network services is given to students who agree to act in a considerate and responsible manner. *Parent permission is required for use.*

Individual users of the school's computer networks are *responsible for their behavior and communications* over those networks. It is presumed that all users will comply with Desert Chapel Christian School standards, and will honor the agreements they have signed. Beyond clarification of such standards, Desert Chapel Christian School is not responsible for restricting, monitoring, or controlling communications of individuals utilizing the computer network.

Computer network storage areas will be treated like school lockers. Computer network administrators may review files and communications to maintain computer network and system integrity and ensure that users are using the computer network and systems responsibly. Users should not expect that files stored on the Desert Chapel Christian School servers will always be private.

Within reason, freedom of speech and access to information will be honored, within behavior expectations and other provisions of the Student Handbook. During the normal school day, teachers, administrators, assistants, and staff will assist and guide students towards appropriate materials. Outside of school, families bear the responsibility to guide their student about using information sources such as television, telephones, movies, radio, social media platforms, and other potential sources of offensive media.

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## APPROPRIATE INTERNET & COMPUTER USAGE:

- Conducting research, searches, evaluating resources, and locating relevant material.
- Using educational software as approved by the instructor.
- Communicating with faculty, the Academic Coordinator, administration, and the school secretary.
- Retrieving communications, assignments, and links provided by the teacher in Google Classroom.
- Submission of assignments to Google Classroom.

## INAPPROPRIATE INTERNET & COMPUTER USAGE:

- Using the network for any unlawful activities, including sending or receiving copyrighted material in violation of copyright laws or license agreements.
- Using the network for financial gain or initiating any financial transactions.

- Vandalizing the data of another user.
- Gaining unauthorized access to resources, including attempting bypass the censor ware installed on a computer with Internet access.
- The intentional access or disclosure of proprietary or confidential school data by anyone without a legitimate business purpose and right to know is prohibited.
- Invading the privacy of other individuals by reading email, or accessing documents that belongs to others without their permission.
- Using an account owned by another user, with or without that user's permission.
- Passwords and other computer security procedures are confidential and may not be disclosed to anyone without first obtaining permission from the pertinent administrator.
- Posting personal communications without the author's consent or posting information not meant to be made public.
- Posting rude or inappropriate messages.
- Sending or retrieving sexually explicit or offensive images, messages, cartoons or jokes, ethnic slurs, racial epithets, or any other statement or image that might be construed as harassment, disparagement, or libel.
- Downloading malware, including viruses, spyware, adware, or any damaging software or code, or attempting to circumvent security programs.
- Damaging computers, computer systems or computer networks
- Intentionally wasting limited resources

Violation of this policy may result in loss of access as well as other disciplinary or legal action. Desert Chapel Christian School cooperates fully with local, state and federal law enforcement and other agencies.

## **STUDENT EMAIL:**

Upper elementary, middle, and high school students are given a DCCS email address upon enrollment at the school.

- Teachers will use this email to communicate with their students. Teachers may also ask students to use this email address to log on to educational tools like apps, websites, and Google Classroom.
- Students will receive weekly announcements, as well as other communications from the administration and school office.
- Students are not to give their password out to anyone, except their parents.
- Teacher and administrators reserve the right to monitor all communication to and from the DCCS email address.
- Should a student use their school email address inappropriately, they may have their digital rights revoked.



## **ELECTRONICS POLICY:**

*Technological advances make it necessary to implement more stringent policies regarding electronic usage by students on campus. The use of cellphones and cameras has been a source of disruption to the educational environment of our school, and have on numerous occasions encouraged social, moral, and spiritual compromise by our students. To protect the right for every student to enjoy the academic atmosphere of our school without outside interruptions and social drama, the following policy is in effect.*

### **ELECTRONIC USAGE**

Students are prohibited from using Cell Phones, Smart Watches (Apple Watch or similar), Earbuds/Headphones, Pagers, iPods, CD players, Beepers, Radios, MP3, TV's, game systems, and other electronic devices during the normal academic school day (7:50 a.m. to 2:55 p.m.) "Using" refers to, not only making and/or receiving calls or text messages, but also using the cell phone for any purpose without staff approval. Cell phones should always remain off or silenced throughout the day and kept in the student's locker or backpack. A student who violates this policy will be asked to give the phone or electronic to the staff member who will turn it in to the school secretary.

### **ELECTRONIC USE AFTER SCHOOL AND DURING EXTRA-CURRICULAR ACTIVITIES**

Students remaining after school and participating in any extracurricular activities or athletics *must check with a staff member, coach, or advisor* for permission to use cell phones and/or electronic devices.

### **ELECTRONIC LIABILITY**

Students and parents are notified that Desert Chapel Christian School is not responsible for the loss, theft, damage, or vandalism to student cell phones and/or other electronics, as well as other student's property. Students and parents are strongly encouraged to ensure that, if students have cell phones and/or other electronics in their possession, they should not leave them unattended or unsecured, nor should they loan their cell phone and/or other electronics to other students.

In addition, Desert Chapel Christian school is not responsible, nor can monitor or thwart, a student's personal activity on the Internet, social media platforms, or apps. The law is clear that any activity by a minor via the Internet is the responsibility of the said minor's parents or guardians.

### **CELL PHONES:**

We realize it is a tremendous convenience, and in many cases a necessity, for students to have cell phones, so they can get in touch with their families after school. Therefore, we allow students to bring cell phones to school with them; however, cell phones are to be turned off or kept on "silent". They are to remain in the physical possession of the student at all times, kept locked-up in the student's locker or backpack, or stored in the school office, so as not to be lost, misplaced, or stolen.

If a student needs to communicate with a parent, the student may go to the school office and request to use the office phone or their personal cell phone. All classrooms are equipped with Chromebooks allowing for Internet access; therefore, there should be no need to access a cell phone in the classroom setting. All faculty will align with the DCCS cell phone policy.

A student who violates the cell phone policy will be asked to give the phone to the staff member, who will turn it in to the school office. The consequences for use of a cell phone during school day hours are:

**FIRST OCCURRENCE:**

The device will be kept in the school office for the remainder of the day. A parent will be informed, and the incident will be documented in the student's Behavior Log. The student may pick up the device at the end of the school day.

**SECOND OCCURRENCE:**

The device will be kept in the school office for the remainder of the day. A parent will be contacted, and it will be requested that the parent pick up the device. The incident will be recorded in the student's Behavior Log.

**THIRD OCCURRENCE:**

The device will be kept in the school office for the remainder of the day. A parent will be contacted, and it will be requested that the parent pick up the device. The incident will be recorded in the student's Behavior Log. The student will be placed on Electronic Probation and will lose the privilege of having the device on the school campus. The student will be required to turn it in to the office upon arrival at the school each day. The student will pick up the device at the time of dismissal.

**FOURTH OCCURRENCE:**

The device will be kept in the school office for the remainder of the day. A parent will be contacted, and it will be requested that the parent pick up the device. The incident will be recorded in the student's Behavior Log. A parent conference will be scheduled with Administration, which may result in suspension.

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# CAMPUS LIFE

## SCHOOL HOURS:

Elementary: 8:00 a.m. – 2:55 p.m.

Middle & High School: 7:50 a.m. – 2:55 p.m.

## OFFICE HOURS:

8:00 a.m. – 4:00 p.m.

## DAILY SCHEDULE:

### ELEMENTARY:

The Elementary school day begins at 8:00 a.m. on the playground with pledges to the American Flag, the Christian Flag, and the Bible. School is dismissed to the playground at 2:55 p.m. Transitional Kindergarten and Kindergarten students are dismissed at 12:00 p.m., and should be picked up punctually, or will be placed in TK/K After School Care.

### ELEMENTARY DAILY SCHEDULE:

<b>Start Time:</b>	8:00 a.m.	
<b>Recess:</b>	9:30 a.m. – 10:00 a.m.	Transitional Kindergarten/Kindergarten
<b>Recess:</b>	10:00 a.m. – 10:20 a.m.	Grades 1 – 3
<b>Recess:</b>	10:25 a.m. – 10:45 a.m.	Grades 4 – 6
<b>Lunch:</b>	11:30 a.m. – 12:10 p.m.	Grades 1 - 3
<b>Lunch:</b>	12:20 p.m. – 1:00 p.m.	Grades 4 - 6
<b>TK/Kindergarten Dismissal:</b>	12:00 p.m.	
<b>End of Day Dismissal:</b>	2:55 p.m.	

### ELEMENTARY MINIMUM DAY SCHEDULE:

<b>Start Time:</b>	8:00 a.m.	
<b>Recess:</b>	9:30 a.m. – 10:00 a.m.	Transitional Kindergarten/Kindergarten
<b>Recess:</b>	10:00 a.m. – 10:15 a.m.	Grades 1 – 3
<b>Recess:</b>	10:20 a.m. – 10:35 a.m.	Grades 4 – 6
<b>End of Day Dismissal:</b>	11:45 a.m.	

## MIDDLE & HIGH SCHOOL:

<b>Pledge &amp; Prayer at the Flagpole:</b>	7:50 a.m. – 8:00 a.m.
<b>Period One:</b>	8:00 a.m. – 8:50 a.m.
<b>Period Two:</b>	8:55 a.m. – 9:45 a.m.
<b>Nutrition Break:</b>	9:45 a.m. – 10:00 a.m.
<b>Period Three:</b>	10:00 a.m. – 10:50 a.m.
<b>Period Four:</b>	10:55 a.m. – 11:45 a.m.
<b>MS Lunch:</b>	11:45 a.m. – 12:15 a.m.
<b>Period 5A:</b>	11:50 a.m. – 12:40 p.m.
<b>HS Lunch:</b>	12:40 p.m. – 1:10 p.m.
<b>Period 5B:</b>	12:15 p.m. – 1:05 p.m.
<b>Period 6:</b>	1:10 p.m. – 2:00 p.m.
<b>Period 7:</b>	2:05 p.m. – 2:55 p.m.

## MIDDLE & HIGH SCHOOL MINIMUM DAY SCHEDULE:

<b>Pledge &amp; Prayer at the Flagpole:</b>	7:50 a.m. – 8:00 a.m.
<b>Period 1 or 5:</b>	8:00 a.m. – 8:50 a.m.
<b>Period 2 or 6:</b>	8:55 a.m. – 9:45 a.m.
<b>Nutrition Break:</b>	9:45 a.m. – 10:00 a.m.
<b>Period 3:</b>	10:00 a.m. – 10:50 a.m.
<b>Period 4 or 7:</b>	10:55 a.m. – 11:45 a.m.

## CLOSED CAMPUS:

There may be occasions where school must close at times other than their regular hours. This could be due to things like severe weather conditions, fire, or the lack of heat, water, air conditioning, or electricity.

### School Closure Contact:

Each new school year, you will be asked to provide Emergency Contact information. At times when unexpected weather conditions, health concerns, or facility complications force a change of school routine, every attempt will be made to contact parents and guardians by telephone or e-mail to assure that they are informed of school closure. Please make sure that your student knows what to do if their regular routine cannot be completed.

## School Emergency Closure:

In the event of an emergency, such as fire, earthquake, or flood, all efforts will be made to communicate with families via telephone (land lines), mobile phone, and/or email. However, it is possible there may be no means of electronic communication. Therefore, please familiarize yourself and your family with the evacuation routes and student pick-up locations at our school in case of an emergency. Communications will be posted on the Desert Chapel Facebook and Instagram pages.

## DROP-OFF & PICK-UP PROCEDURES ----- *PLEASE SEE COVID ADDENDUM*

Students may be dropped off as early as 7:30 a.m., when school supervision begins.

- For **elementary student drop-off**, parents must enter the campus at the intersection of Desert Chapel/East Sunny Dunes Rd. Parent vehicles enter through the gates, pull up to the cones, and allow the student to disembark. If a parent wishes to exit the car, please pull into a parking spot, so as to not disrupt the flow of traffic. Students will enter the playground, drop their backpacks at the classroom line, and may play until the time of the pledges. At 8:00 a.m., the elementary school day begins with pledges, after which all classes go directly to their classrooms. **A student who arrives after 8:00 a.m. may not join the classes who are doing the morning pledges, but must go to the school office to obtain an Absent/Tardy slip to give to the teacher.**
- The **middle and high school** gates open at approximately 7:45 a.m. The morning all-school Pledge and Prayer commences at 7:50 a.m., and classes start at 8:00 a.m. Students should be in their seats in the first period class by 8:00 a.m. **A student who arrives after 7:50 a.m. may not join the students who are doing the morning pledge and prayer, but must go to the school office to obtain an Absent/Tardy slip to give to the teacher.**
- For both campuses, the school day finishes at 2:55 p.m.
- **Transitional Kindergarten and Kindergarten dismissal** is scheduled for 12:00 p.m. The TK and Kindergarten teachers will walk the students to the gate that faces the Sunny Dunes/Desert Chapel thoroughfare (see Elementary Drop-off & Pick-up Map). Parents can stay in their vehicles, and the teacher will walk the student to the car. If a parent is running a little bit behind schedule, the teacher will wait for parents until 12:10 p.m. If the student is not picked up by 12:10 p.m., the teacher will take the student to TK/Kindergarten after-school care, and the parent will need to enter via the office to pick up their student. If a parent is running late, communication with the TK/Kindergarten teachers via text or a phone call is greatly appreciated.
- For **elementary student pick-up**, parents will enter the campus at the intersection of Desert Chapel/East Sunny Dunes Rd. Parent vehicles will enter through the gates, pull up to the cones, and allow the student to enter the vehicle. Out of respect to other parents, if you wish to exit the car, please pull into a parking spot, so as to not obstruct the flow of traffic.
- For **middle and high school pick-up**, please park in the MS/HS parking lot, outside of the cones, and wait for your student to reach your vehicle. For the safety of our students, please do not drive past the cones, and navigate with care and slow speed through the parking lot.

- **For all grades**, supervision on the campus ends at 3:00 p.m. each school day. All students not participating in extracurricular activities or athletics are to be picked up by that time, or they will be enrolled in our after-school care program.

## CAMPUS VISITORS:

All visitors and volunteers are required to sign-in at the school office and be issued a visitor's badge. We reserve the right to limit the number of visitors on our campus at any one time.

## MESSAGES:

Students can receive messages at school during the course of the day. Please contact the school office. Messages will be delivered with the least amount of classroom interruption as possible.

Remember that students are not permitted to use their cell phones during school hours, so their cell phones are turned off or silenced. If a parent does attempt to contact a student by cell phone or text message during the school day, the student will not receive the message until after dismissal. Please partner with our school guidelines and utilize the school office to contact your student during school day hours.

Elementary students that may need a mobile phone, are required to leave the phone with the school secretary at the start of the day, and pick it up at the end of the day.

All students are able to make phone calls from the school office, either by using the school telephone, or by requesting permission to use their personal cell phone.

## CHANGE OF ADDRESS:

We need your help in keeping all office records up to date. Should any personal information for your family change, such as home address; parent's work phone number, address, or telephone number; emergency contact's name or telephone number, we would appreciate notification as soon as possible. This information is essential should your child be involved in an urgent situation at school and we need to contact you.

## LOCKER POLICY:

Students who desire the use of a locker agree to follow this Locker Policy

- Desert Chapel Christian School offers high school students (Grades 9 - 12) the use of an individual locker. Each locker is secured with a lock that is provided by the school. Middle school students (Grades 6 – 8) are given the opportunity to have or share a locker, depending on availability. Lockers are not mandatory. Students may elect not to avail themselves of this service.
- If a student receives administrative permission, they may put their own personal lock on their locker, provided they give the office a copy of the key and/or the combination to the lock. If the office does not have a key or combination to a lock, we will try to contact the parent and/or student; however, if deemed necessary, according to this policy, an Administrator or designee may force entry or break the student lock to access the locker. Replacement of a

broken personal lock is the responsibility of the student/family. A school replacement lock is available for no charge, according to the other provisions of the Locker Policy.

- All lockers made available for student use on the school premises are property of the school. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause an interference with school purposes or an educational function, or which are forbidden by state law or school rules. *A student who uses a locker is presumed to have no expectations of privacy in that locker or the locker's content. The school retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with the Student Handbook and school policies*
- Inspections of (locked) student lockers may only be conducted by the principal, their designee, or a member of the administrative staff. An inspection may be conducted if the principal believes that such an inspection is necessary to prevent, impede, or reduce the risk of:
  - a. any interference with school purposes or an educational function;
  - b. physical injury or illness to any person;
  - c. damage to personal or school property; or
  - d. a violation of state law or school rules.
- Students will be expected to keep their lockers in a clean and orderly manner. Food and beverages are not to be left in lockers overnight. Lockers should be locked and secured at all times. The school cannot be responsible for lost or misplaced property.
- The top of the lockers is not to be utilized to store student materials or belongings. Any items left on top of the lockers will be placed in Lost and Found at the end of each school day.
- Students are responsible for cleaning out their lockers on or before the last day of the school year. Locks are to be returned to the school office.
- There is a \$20.00 charge for unreturned locks.

## TEXTBOOKS & MATERIALS:

The textbook and material fees include the use of hardbound textbooks, the purchase of soft bound textbooks, workbooks, testing materials, and classroom supplies. These fees also cover PE uniforms, DC logo shirt, and a yearbook. Our hardbound textbooks are the property of the school and are expected to last for more than one year. Reasonable wear and tear are expected; however, if books need to be replaced due to writing, water damage, or other destructive reasons, parents are responsible to replace the damaged books.

We encourage students to treat their learning materials with care. All textbooks and workbooks should be stored in the student's locker or backpack, for safekeeping and preservation.

## LOST & FOUND:

Items left at school will be turned in to the Lost & Found. To keep the campus clean and to avoid lost or stolen items, anything found on the floor or campus grounds will be taken to the Lost & Found. All items in the Lost & Found are donated to a charitable organization after a short period of time. For the elementary campus, the Lost & Found is located in the school office. For the middle and high school campus, the Lost & Found is located in the Snack Shack, although items of

significant value will be stored in the school office. The P.E. teacher also stores lost items, left behind in the weight rooms or gymnasium, in the weight room, near to the ice machine.

## MEDICATIONS:

Desert Chapel Christian School does not provide a school nurse. By State law, we are not allowed to administer any medication without a doctor's prescription. Students are not allowed to carry medication with them. All prescription and non-prescription medications are to be stored in the school office. A parent consent form, with doctor's approval, must be on file to administer all medications, including non-prescription and over-the-counter medicine. At no time is a student, or non-authorized faculty or other staff member permitted to provide or administer prescriptive or non-prescriptive medicine to a student. Middle school and high school students may carry asthma inhalers with them, provided proper medical forms are submitted to the office. Elementary students are to leave the asthma inhaler with the office secretary. All medication brought to school must be in an appropriate pharmacy container as packaged by the manufacturer, labeled with the student's name, name of medication, dosage, and directions for use.

## INJURIES & ILLNESSES:

All injuries, no matter how small, are to be reported immediately to the teacher supervising the activity during which the injury occurred. School personnel are only allowed to apply water, ice, and bandages as a means of first aid. In the event of a head injury, parents will be notified and the student will be observed for 15-20 minutes. In case of serious injuries or other emergencies, paramedics will be called. In the event a parent cannot be reached, someone listed on the student's emergency form will be notified.

In an effort to protect other students and staff members from illness, we require a student to remain home when he/she is ill. If a student becomes ill during the school day and is not able to remain at school, the parent/guardian or other designated adult will be notified. Parents are responsible, once notified, to have their student picked up from school within a reasonable amount of time.

**24-Hour Policy:** If a student experiences a fever of 100.0° F or greater, vomiting, or diarrhea, the student must remain home until symptoms have been gone for 24 hours, without the aid of medications.

**3-Day Policy:** If a student has been out of school for three (3) or more consecutive days, the student must present a signed doctor's note (on physician's office stationery) indicating he/she is in general/good health in order to return to school.

## PETS OR ANIMALS:

Animals are not allowed on the school campus. Those wishing to bring a pet or animal onto our campus or to any school sponsored event must obtain a pet visitor pass from the school office. Guide-dogs and service-dogs are exempt from this procedure, but must be clearly identified while on the premises.

## LUNCH:

Students may either bring a lunch or purchase their lunch or other food items.

- Students, faculty, and staff may pre-purchase lunch through the school's contracted food service.



- Freshmen, sophomores, and juniors may not leave campus during lunch or break, unless a parent or guardian has signed personally them out.
- Seniors with approved Off-Campus Lunch Forms are allowed off-campus privileges for lunch, provided they return on time for their next scheduled class. Consistent tardiness will result in off-campus lunch privileges being suspended, with no opportunity for renewal.

Students may only eat in designated eating areas. Littering is unacceptable and will result in consequences.

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# **DRESS CODE**

Fashions are constantly changing and, because of our very nature, we want to fit in and be accepted by our peers. This is quite acceptable, as long as the fashions we are following do not conflict with Biblical principles.

The Bible does not say exactly what kind of clothes we should wear, but reminds us that boys should dress in a way that is masculine, and girls should dress femininely. Students and teachers alike should be modest in their manner of dress and behavior both on and off the campus. (1 Timothy 4:12, Romans 12:2 and 2 Timothy 2:4.)

## **DRESS CODE STANDARDS**

Students shall dress in accordance with the standards of Desert Chapel Christian Schools as described below. If a teacher or administrative staff member determines that a student's attire is inappropriate, the following actions will be taken:

## **DRESS CODE REMINDERS:**

### **FIRST TIME OFFENSE:**

- Verbal warning will be given to the student.
- Student will be reminded of dress code expectations.
- A positive and respectful response will be received from the student to the staff member.
- If the dress code violation involves immodesty or inappropriate emblems or logos, the student will be provided a "loaner shirt", or parents will be called to bring the student a change of clothes.
- Loaned items will be laundered and returned the next school day.

### **SECOND TIME OFFENSE:**

- Verbal warning will be given to the student.
- Parents/guardians will receive a written or verbal notice of dress code violation.
- Both the student and the parents/guardians will be reminded of dress code expectations.
- A positive and respectful response will be received from the student to the staff member.
- If the dress code violation involves immodesty or inappropriate emblems or logos, the student will be provided "loaner clothing", or parents will be called to bring the student a change of clothes.
- Loaned items will be laundered and returned the next school day.

## **THIRD TIME OFFENSE:**

- A parent/guardian will be contacted to pick up the student from school.
- Administration will require a meeting with the student and parents/guardians, to discuss the continued infraction and determine a course of action, which may include Behavior Probation or suspension. Return to school will only occur after administration has met with a parent/guardian.

## **ON-GOING DRESS CODE VIOLATIONS:**

- Administration will require a meeting with the student and parents/guardians, to discuss continued attendance in light of the student's lack of adherence of school policies, and the level of the family's desire for the student to remain at Desert Chapel Christian School.

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# **SCHOOL-WIDE DRESS STANDARDS**

## **GENERAL GUIDELINES FOR APPAREL:**

- Students required to wear shorts, skirts (female), or long pants.
- The proper length for shorts, skirts, and dresses is no more than 3 inches above the knees.
- Shorts, skirts, and pants are to be properly sized, with a neat hem, no fringe, or cut-offs.
- Students are to wear shirts or sweatshirts. Sleeved shirts are required and must have finished hems. Tank tops are not approved, unless worn under clothing to allow for modesty.
- Shirts are not be low-cut or revealing. The midriff shall not be visible, including when raising one's arms above the shoulders. No tied shirts to reveal the midriff area. A tucked-in tank top or camisole under a shirt will allow for modesty.
- Shirts must cover all straps or undergarments, and should not be tight-fitting.
- Sweatshirts (crew, hooded, or zip-up) must be plain navy in color (no logo), or an approved DC-logo apparel item.
- Coats and jackets are allowed, but must be appropriate to the positive testimony of our school
- On Chapel days, students will wear a navy DC polo. If a garment is worn over the DC polo, it must be navy or an accepted DC apparel item.
- Clothing is to be neat, clean, and in good repair, free of any offensive odors.
- Clothing should not be torn, shredded, ripped, or have holes that reveal undergarments or skin, whether they were purchased that way or not.
- Clothing is to be properly sized. No baggy or skin-tight shorts, jeans, or pants are to be worn.
- Clothing bottoms should not be revealing, and underwear should not be visible. Bottoms shall not hang loosely or lowly below the waistline.

- No spandex, yoga pants, jeggings, or leggings are to be worn.
- Pajamas, sleepwear, and slippers are not appropriate school apparel.
- Logos must not be contrary to Biblical and Christian standards. All insignias, symbols, advertisings, or any other depictions on clothing shall be consistent with the Christian values of DCCS.
- Shoes must be worn at all times.

## **GENERAL GUIDELINES FOR HATS:**

- Hats may be worn outdoors, as needed, for protection from the sun, including during outdoor P.E. class.
- Logos on hats shall be consistent with the Christian values of DCCS.
- Hats, beanies, or hoods on sweatshirts are not to be worn inside any building, especially in the church sanctuary.
- Appropriate hats include visors, caps, or other hats.
- Do-rags, skull caps, and headbands are not allowed.

## **GENERAL GUIDELINES FOR HAIR:**

- Female and male students should have clean, cared for hair that does not bring undue attention to themselves.
- Hair styles should be gender specific (boys – masculine, and girls – feminine).
- Hair should not fall over the student's eyes, impairing vision and covering the face. Hair should fall above the eyebrows.

## **GENERAL GUIDELINES FOR JEWELRY, MAKE UP, & ACCESSORIES:**

- Any insignias, symbols, advertising, or any other depictions on jewelry, backpacks, bags, purses, and accessories shall be consistent with the Christian values of DCCS.
- Female students may wear earrings that are small studs or small hoops. Large hoops and dangling earrings pose safety issues in a school environment.
- Male students may not wear earrings. Male students are not to wear make-up.
- Male students who opt to pierce their ears should plan to do so in the summer months, so that the piercings are healed by the start of the academic year, allowing for the student to take out his earrings during school hours, including the regular academic day, school functions, and all extra-curricular athletic practices and games.
- A male student who opts to pierce his ears during the academic year will not be allowed to wear his earrings nor cover the earrings with band aids, regardless of the required healing time.
- Body piercings may not be worn at school or any school functions, including athletic events.
- Expansion earrings designed to make lasting holes in the earlobe are not allowed.
- Tattoos, whether temporary or permanent, are prohibited and must be covered at all times. The marking of your body with ink or marking pens is not allowed, even if it is temporary.

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# DRESS STANDARDS SPECIFIC TO ELEMENTARY STUDENTS

## DAILY WEAR:

- Elementary students are required to wear tan or navy blue skorts, shorts, or pants. Demin jeans and shorts are not approved.
- Shorts and pants are to be sized properly, with a neat hem, no fringe, or cut-offs.
- For cooler temperatures, female elementary students may wear leggings under a skirt or skort. The leggings are to be solid navy blue. Leggings are only to be worn under skirts or skorts, not as a lone apparel item.
- Elementary students will wear any solid-colored polo shirt with a collar (no stripes, plaids, logos, patterns, or other markings). Shirts with straight hems may be worn out, while those with tails must be tucked in.
- Elementary students may also wear an approved DC logo t-shirt. T-shirts are not to be oversized or too tight.
- For students wishing to layer clothing on cool days, navy blue or white long sleeve tops may be layered under a polo or DC logo t-shirt.

## FOOTWEAR:

- Students are to wear tennis shoes, as they are the safest and most helpful for running and playing. Shoes must be close-toed and tied. Slip-on shoes are apt to fall off with rigorous activity.
- All shoes must be tied securely and should be in good repair.
- We occasionally have a “Special Dress” day such as “Western Day,” when boots may be worn. For all other “Special Dress” days, students should wear tennis shoes.
- Platform shoes, running shoes with heels, and sandals with open toes, and heels are not allowed.
- Shoes must be worn with socks. All socks are to be either solid white, black, or navy.
- Socks should be no taller than “crew” length, which is about 4-5 inches above the shoes. No high socks or knee socks, please!

## HAIR CARE & MAKE-UP:

- Elementary students should have clean, cared for hair that doesn't bring undue attention to themselves. Hair should fall above the eyebrows, as to not obstruct vision or cover the face.
- Hair coloring, engraving, or “unique” hairstyles that draw undue attention are not permitted.
- Girls are not to wear make-up.
- Nail polish and false or acrylic nails are not permitted. Clear nail polish is acceptable.
- No jewelry is to be worn, including chains, necklaces, and rings. Female elementary students may only wear small, non-dangling earrings.

- Male students may not wear earrings at school.

## CHAPEL DAY:

- All students wear their DC logo, polo-style shirt with tan or navy-blue pants or shorts, as described above.

## FIELD TRIPS:

- All students wear their DC logo polo-style shirt along with tan or navy-blue pants or shorts. Pants or shorts requirements may be adjusted per teacher's discretion, due to location and type of field trip.

## THEME DAYS:

- Throughout the year, special thematic dress days will be announced where students may participate by wearing the thematic clothing for that day.
- Dress code guidelines apply to thematic dress days. No spaghetti straps, tank tops, or sleeveless shirts are allowed.
- Students who do not wish to participate are required to wear the regular dress code apparel.

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## DRESS STANDARDS SPECIFIC TO UPPER ELEMENTARY DRESS STUDENTS

Upper elementary refers to sixth-grade students. Upper elementary students will abide by the elementary dress standards, but with the following exception:

- Students in sixth grade are not required to wear a polo shirt each school day.
- Upper elementary students will be provided four DC logo t-shirts and one DC logo polo.
- The DC logo t-shirts will be worn Monday through Thursday.
- On Chapel Day, the sixth-grade students will wear a DC logo polo.

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## DRESS STANDARDS SPECIFIC TO MIDDLE SCHOOL DRESS STUDENTS

- Middle school students are allowed to wear any type of shorts, skirts, jeans, capris, or pants, **provided they meet the Dress Code standards listed in the School Wide Dress Code Guidelines.**
- Middle school students are required to wear a "DC logo" shirt each school day, with the exception of Chapel Day, on which they will wear the DC navy polo.
- On Chapel days, middle school students are required to wear a navy DC logo polo shirt. If a garment is worn over the DC shirt, it must be navy or an accepted DC apparel item.
- On cooler days, sweatshirts (crew, hooded, or zip-up) must be plain navy in color (no logo), or an approved DC logo apparel item.

- Coats/jackets are allowed, but must be appropriate to the positive testimony of our school.
- Shoes must be worn at all times. No sandals or flip flops. Non-marking athletic shoes are required for P.E. class.
- Students are required to wear their P.E. uniforms for P.E. classes, but must change back into their regular clothing when P.E. class is completed.
- Middle school students should have clean, cared for hair that doesn't bring undue attention to themselves. Hair should fall above the eyebrows, as to not obstruct vision or cover the face.
- Hair coloring is permitted provided the hair color is a natural shade (i.e., blonde to brunette, brunette to blond). Natural highlights are permitted. To help guide hair color choices, colors of the rainbow are not permitted! Please check with an administrator to clarify approved hair coloring, if you are unsure.
- Makeup is to be applied conservatively.
- Nail polish is permitted.
- Jewelry is not to be worn during athletic participation, including but not limited to P.E. class, sports practices, and sports games.

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## DRESS STANDARDS SPECIFIC TO HIGH SCHOOL STUDENTS

- High school students are allowed to wear any type of shorts, skirts, jeans, capris, or pants, **provided the clothing meets the Dress Code standards listed in the School Wide Dress Code Guidelines.**
- High school students are allowed to wear any type of shirt, blouse, sweatshirt, and sweater, **provided the clothing meets the Dress Code standards listed in the School Wide Dress Code Guidelines.**
- On Chapel days, students are required to wear a navy DC logo polo shirt. If a garment is worn over the DC shirt, it must be navy or an accepted DC apparel item.
- Coats and jackets are allowed, but must be appropriate to the positive testimony of our school.
- Shoes and sandals must be worn at all times by high school students. No bare feet. Non-marking athletic shoes are required for P.E. class.
- Students are required to wear their P.E. uniforms for P.E. classes, but must change back into their regular clothing when P.E. class is completed.
- High school students should have clean, cared for hair that doesn't bring undue attention to themselves. Hair should fall above the eyebrows, as to not obstruct vision or cover the face.
- Hair coloring is permitted provided the hair color is a natural shade (i.e., blonde to brunette, brunette to blond). Natural highlights are permitted. To help guide hair color choices, colors of the rainbow are not permitted! Please check with an administrator to clarify approved hair coloring, if you are unsure.
- Makeup is to be applied conservatively.

- Nail polish is permitted.
- Jewelry is not to be worn during athletic participation, including but not limited to P.E. class, sports practices, and sports games.
- Any insignias, symbols, advertising, or any other depictions on clothing or jewelry shall be consistent with the Christian values of DCCS.

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## **SPECIAL DRESS CODE EXCEPTIONS**

There are times when exceptions to these rules will be made, such as for field trips, socials, drama projects, and Spirit Week, etc. These exceptions must be approved by the Administration.

We recognize that situations and fashions change and it may be possible that we will institute new or additional guidelines regarding the DCCS Lifestyle Expectations. Every effort will be made to communicate any changes, quickly, effectively, and graciously. We are committed to extending “grace” while at the same time desiring to keep our focus on the students and their academic, spiritual, and athletic well-being.

## **DRESS CODE VIOLATIONS:**

Dress Code Standards at DCCS have been designed to give progressively more freedom to students as they mature from uniform polo and khaki attire in the elementary school to a moderate “free dress” code during the high school years. If a student consistently violates the dress code standards of DCCS, they will have a parent meeting with one of our administrators who will guide them through our Levels of Disciplinary Referral.

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# STUDENT ACTIVITIES

## AFTER SCHOOL CARE

After School Care is provided for Transitional Kindergarten and Kindergarten students, commencing at noon. The TK/K students eat lunch together, participate in planned activities, complete homework, develop reading and writing skills, and engage in playtime and crafts.

**Elementary After School Care** commences at 3:15 p.m. Students are provided a snack and have free time to play. At 3:45 p.m., the students disperse to homework time for an hour, where they are supervised and supported to complete homework and assignments. From 4:45 - 5:30 p.m., the students participate in planned activities and play.

After School Care is also provided for the **middle school** students, beginning at 3:00 p.m., at which time the students are provided a snack in the Snack Shack. The students then move to the Computer Lab to complete homework, work on assignments or projects, and read to meet English class requirements. At 4:30 p.m., the middle school students, with the ASC supervisor, move to the elementary campus and join the elementary After School Care program, increasing supervision of remaining students, as well as ease of access for parents to pick up their student(s).

## TUTORING

Desert Chapel Christian School has benefited from access to Title Funds through the Palm Springs Unified School District. It has been tremendously exciting and beneficial to implement a tutoring program for our students, staffed by our teachers and offered after school. The tutoring program utilizes progress reports and report cards to identify students who are at-risk of failing a particular subject. Tutoring is scheduled and offered to the student and communicated to the parent(s), with the stipulation of regular attendance, clear communication with the tutor, and demonstrated effort to participate fully in the tutoring process. To date, three tutoring sessions have been scheduled running between six and nine weeks each, with student progress reviewed at the end of each tutoring session.

## CHAPEL

The purpose of Chapel is to help students internalize the Gospel message of salvation in Christ Jesus. Chapel is held on Fridays, and students are required to attend. Chapel services include prayer, singing, a speaker, and occasional special programs. Parents and guests are welcome to attend after signing in at the office. Students and guests are expected to conduct themselves in a respectful manner.

## ATHLETICS

At DCCS, we believe that athletics is an integral part of education, and a Christ-centered athletic program is vital to our educational process. Therefore, we strive to honor the Lord in all we do, to “run in such a way that we may receive the prize.” We are trying to instill values such as integrity, teamwork, and perseverance in our athletes. We strive to get every student involved in athletics; teaching sports fundamentals in a structured environment to encourage success. Students must maintain a minimum GPA of 2.0 to qualify for sports participation.



## ELEMENTARY ATHLETICS:

Elementary students participate in a physical education class once per week.

Elementary and middle school students can participate in the Desert Chapel **Pep Squad**, which runs throughout the first semester and into the second semester, with two practices per week. Pep Squad performs at home football, basketball, and volleyball games.

## MIDDLE SCHOOL ATHLETICS:

Middle school students have a daily P.E. class. DCCS middle school students are able to sign up to play:

- Middle School Girls' Basketball
- Middle School Boys' Basketball
- Middle School Girls' Volleyball
- Middle School Boys' Flag Football
- Middle School Co-ed Soccer

## HIGH SCHOOL ATHLETICS:

High school students require two years of Physical Education, with a mandatory year of in-class P.E. The second year of P.E. credit may be earned through participation in different varsity sports. The majority of our students enroll in multiple years of P.E. class, in addition to varsity sports participation, graduating with more than the required credits.

For each sport a high school student plays, one semester of P.E. credit is earned. Students must complete the full season of the sport, including participation in practice and games, in order to earn credit.

A student athlete is allowed to receive a maximum of 20 credits on their transcript through sports participation which may be applied to either the PE requirement or elective requirements for graduation. After 20 credits have been achieved, no credit will be applied towards fulfilling the remaining graduation requirements, though sport participation will continue to be acknowledged on their transcript.

Desert Chapel High School is a member of the California Interscholastic Federation (CIF), and proudly offers the opportunity for its high school students to participate in the following sports:

- |                             |                           |
|-----------------------------|---------------------------|
| ○ Varsity Girls' Basketball | ○ Varsity Co-ed Soccer    |
| ○ Varsity Boys' Basketball  | ○ Varsity Girls' Softball |
| ○ Varsity Girls' Volleyball | ○ Varsity Boys' Baseball  |
| ○ Varsity Football          | ○ Varsity Co-ed Golf      |

## MUSIC & DRAMA

With a close proximity to, and association with, Desert Chapel Foursquare Church, music and drama opportunities are readily available for DCCS students. Annually, elementary students choose to participate in productions for the Christmas

and Spring Ladies' Teas. In addition, DCCS students of all grade levels often opt to be a part of the annual Christmas and Easter productions. A number of our high school students regularly assist with leading worship on Sundays for the middle and high school services, or the main church services. Each Friday, our high school worship team begins the middle and high school chapel time with a set of worship songs, for which they practice at their lunch time.

In addition to church-related opportunities, elementary students are afforded outlets for creativity as they annually practice and present an elementary school Christmas musical in December, and an elementary school Spring musical production in May. In addition, each elementary class presents one or two chapels during the course of the year, which allows for the class to share classroom learning, projects, or a Biblical lesson.

## **ASSOCIATE SCHOOL BODY**

In an effort to encourage student participation, an Associated Student Body (ASB) class is offered. Enrollment to the class requires a GPA of 3.0. ASB organizes school activities, promotes school spirit, and encourages service to society. In addition, ASB cultivates leadership skills and characteristics in the students. ASB is comprised of elected and appointed positions. ASB meets regularly during a class period, as well as outside of class.

## **MEDIA & TECHNOLOGY**

Each Friday, a small team of high school students volunteer to assist with sound, lighting, videography, and media for our middle and high school chapels. This opportunity has morphed into a significant role, as these students have expanded their time to include assisting with Sunday morning services. Desert Chapel Church now streams its services on its own television channel, mobile phone app, podcasts, and social media platforms, including Facebook, Twitter, Instagram, and YouTube.

## **MATH OLYMPICS**

Desert Chapel Christian School is proud to host a regional Math Olympics event each spring. Students from Desert Chapel Christian School, grades three through eight, compete against other local private school students in the areas of math computation and math reasoning. The opportunity to highlight our students' academic accomplishments is a truly rewarding experience for faculty, family, and students.

## **SPEECH MEET**

Annually, Desert Chapel Christian School elementary students compete in an in-house Speech Meet. Judged by volunteers and guided by the Association of Christian Schools International (ACSI) Speech Meet criteria, each student recites a speech in front of the class. First, second, and third place ribbons are awarded in each grade for each category of speech. Historically, the DCCS Speech Meet winners travelled to compete in a regional ACSI Speech Meet event. Unfortunately, the hosting school for this event needed to discontinue hosting, and a new venue has not been arranged. Until the time that there is a regional event for our students to attend, the new practice is to have a Speech Meet Chapel for our school, during which our winners recite their speeches for the student body and family members.

## **ACCELERATED READER PROGRAM**

Accelerated Reader is a computerized learning information system designed to help motivate, monitor, and manage student reading practice and comprehension. As students pass comprehension quizzes, they earn various levels of certification. This is a resource that DCCS has utilized with great results at the elementary level for many years, and it is administrations' intent to extend the use of this program to middle school in the upcoming new academic year.

In addition to completing comprehension quizzes at the completion of a book or novel, students are tested three times each year to assess their reading proficiency and level, providing invaluable information for teachers to guide and instruct each student.

## **DESERT CHAPEL SCHOOL LIBRARY**

A spectacular resource for our elementary students is the presence of a functioning and well-stocked school library. Students are able to check out books regularly, picking from a full range of books that meet the reading needs of students in kindergarten through fifth grade. Manned by a dedicated volunteer, the library books are well organized, and labelled to align with the Accelerated Reader program, indicating the appropriate reading level of each book. This resource enables our students to fully engage in the Accelerated Reader program, as well as enriching their reading and comprehension skills. It is our wish to instill in students a love and joy of reading.

## **FIELD TRIPS**

Each elementary class goes on approximately two field trips per year. Field trip locations align with what the class is studying, enhancing learning. Parent volunteers and drivers enable the class(es) to get to the field trip destination, and the gathering together of classmates, parent(s), and teachers, outside of the classroom, always creates meaningful interaction and a special experience.

Middle and high school class scheduling makes it much more complicated to do field trips; however, in recent years our P.E. students have enjoyed off-campus experiences that include visiting a rock-climbing gym, the local ice rink, and hiking in the local canyons.

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# BEHAVIOR

## STUDENT BEHAVIOR EXPECTATIONS:

*“And whatever you do, in word or deed, do everything in the name of the Lord Jesus, giving thanks to God the Father through Him.”*

**Colossians 3:17**

*“Let no one look down on your youthfulness, but rather in speech, conduct, love, faith and purity, show yourself an example of those who believe.”*

**1 Timothy 4:12**

At Desert Chapel Christian School, we have high expectations for each and every one of our students. Though we do not expect perfection, we do encourage our students to behave in such a way as to be exemplary of what our school stands for. Students are expected to show respect for authority, be obedient to the directions of teachers/staff, show common courtesy to others and refrain from any destructive or misuse of school property. Student's actions and attitudes are meant to honor God and be in keeping with the Christian values outlined in this handbook.

DCCS Students are expected to be respectful in the following areas:

## RESPECT FOR AUTHORITY:

*“Obey your leaders and submit to their authority. They keep watch over you as people who must give an account.”*

**Hebrews 13:17**

## RESPECT FOR OTHERS:

- Always show common courtesy and respect for others, their person, and their property. Those who take or damage others property must replace or pay for such loss in a timely manner.
- Fighting, threatening others, verbally or physically, or serious name-calling or other comments intended to hurt or ridicule, often will cause students to feel unsafe. This is unacceptable behavior and is not permitted. Incidents involving fighting, or harassment leading to verbal or physical abuse, will be investigated. Those who treat others in such a manner will be sent home and are subject to suspension or expulsion and may be held responsible for damages and medical bills.
- Students will not offend others by inappropriate displays of affection or explicit actions that create sexual and/or gender confusion.
- Students are to respect others by keeping their voices at a conversational volume and by using appropriate language. Profanity or vulgar language is not acceptable.
- Disruptive behavior anywhere on campus or school related activity is not allowed.

## **RESPECT FOR PROPERTY:**

- School property is not to be intentionally damaged, defaced, or misused. Students who engage in this sort of behavior will be responsible for repair, replacement, or payment for lost or damaged school property.
- Please pick up your own litter. It shows great respect for our school if you also pick up litter that was not necessarily yours!
- Students should clean up their lunch area.
- If a book is lost or damaged, the student is responsible for the cost of replacement.

## **RESPECT FOR CHAPELS & ASSEMBLIES:**

All students should use the following suggestions as guidelines for student conduct in chapel and assemblies.

- Practice courteous attention to all speakers and presenters.
- Avoid whispering and talking.
- The finest compliment to a speaker is courteous attention and applause. Whistling and yelling are not acceptable forms of applause.
- Remember that good audience conduct displays good school spirit and Christian character. Students who are a disruption or a distraction during a chapel or assembly are subject to disciplinary action.

## **CODE OF CONDUCT FOR SPECTATORS OF ATHLETICS:**

DCCS athletic fans are expected to represent the school in a manner consistent with its purpose and core values. Specifically, DCCS fans are expected to model respect, class, and integrity as outlined below:

Fans are expected to show respect for teammates, opponents, officials, coaches, and spectators by:

- Encouraging the DCCS team regardless of the result of their play. Offer positive reinforcement.
- Demonstrating concern for others. Never berate or demean any player or promote behavior that might cause harm or injury to others.
- Refraining from complaining or arguing about officials' calls or decisions during or after an athletic event.
- Recognizing that the coaches have team goals beyond those of one athlete. Refrain from shouting instructions to players from the stands. Let the coaches coach.
- Displaying respect for other spectators. Do not insult or fight with other fans. Wait for breaks in the action before leaving or returning to your seat.
- Refraining from engaging in disrespectful conduct of any sort including profanity, obscene gestures, offensive remarks of a sexual nature, trash-talking, taunting, boastful celebrations, or other actions that demean individuals or the sport.
- Not participating in any negative or demeaning cheers.

- Respecting all facilities. Use facilities safely and appropriately.
- CIF does not permit face and/or body painting.
- CIF does not permit noisemakers of any kind.
- Any student or guest who behaves contrary to Desert Chapel Christian School standards and expectations will be asked to leave the event.

## **RESPECT FOR THE EDUCATIONAL PROCESS:**

- Conduct and attitude should be courteous at all times. Students who are a disruption to the class will be disciplined by their teacher. If a student is not cooperative, the teacher will contact the student's parent to gain support in correcting behavior. If these fail to correct disruptive behavior, the Administration will participate in discussion and other actions that will help resolve the behavior.
- Students should arrive to class on time and be prepared to work with all necessary supplies and homework.
- Students are expected to do their own work. Cheating or copying another person's homework is not allowed.
- Students should be attentive in class; not working on other things, unless given permission to do so by the instructor.
- Students should refrain from talking, whispering or passing notes in class.
- Students should not eat, drink or chew gum in class unless permission is given.
- Class is over when the teacher dismisses the students.
- Students should not interrupt or disturb another class.
- Students must dress out for P.E. unless there is a note from parents. A note from the doctor is required if the student has not participated for 2-3 days.
- Students may be in the gym only when authorized adult supervision is present.
- Students are expected to be in agreement with and follow the specific guidelines each teacher sets in their particular classroom.

The above list is not comprehensive. Administrative review allows for changes and additional expectations.

## **RESPECT FOR RACIAL, CULTURAL, & LANGUAGE VARIETY:**

- All students are to use English as the primary language that is spoken on the campus to incorporate everyone in daily dialogue.
- Students are not to use multiple and various languages to seclude other students from normal conversations.

# DISCIPLINE

## STUDENT DISCIPLINE:

We believe that every student is responsible for his/her own actions. Most students make excellent choices and demonstrate good behavior while at school. Occasionally a student is unable or unwilling to act responsibly at which time the teachers and staff will use disciplinary measures that, in their best judgment, will maintain a Christian environment and a positive learning climate for both student and school. Desiring to work in partnership with and in support of parents in the shaping and discipleship of their children, Desert Chapel Christian School has developed the following discipline process. The goal and heart underlying this process is to balance grace and truth along with repentance and forgiveness.

*“Discipline your child, and they will give you peace, bringing delight to our soul.”*

**Proverbs 29:17**

DCCS uses a system of warnings, disciplinary referrals and when warranted, suspension, and/or expulsion. Certain levels will have warnings issued prior to further action, while some categories constitute immediate action. Below are levels of disciplinary action that may be warranted depending upon the circumstances.

## LEVELS OF DISCIPLINARY REFERRAL:

- The instructor attempts to correct inappropriate behavior with the student in or after class. Administration is notified.
- The instructor contacts the parent/guardian(s) to discuss the behavior and solicit their help in correcting the situation. Administration is notified of continuing behavior problem and result of contact with parents/guardians.
- The student is referred to Administration to evaluate the situation and determine appropriate additional actions that may be taken to correct the behavior. The student and parents/guardians meet with Administration and instructor.
- Administrative actions may include Behavioral Probation, Suspension, or Expulsion – depending on the severity of the behavior. Work *may be* assigned to address the primary problem – at the discretion of the Administration.
- After a second or third suspension, Parents meet with Administration to determine the student's future at Desert Chapel (possible Expulsion).
- Some behaviors require an intervention by the civil authorities, as well. For example: possession of illegal drugs, weapons, or threats and/or abuse of other persons. Immediate suspension or expulsion.

## BEHAVIORAL PROBATION:

Students are placed on *Behavioral Probation* for specific behavioral reasons at the discretion of DCCS Administration. Probation is a definitive period of time during which the student has the opportunity to demonstrate corrective and appropriate behavior. Our hope and expectation are that the student will succeed and continue to be a valuable part of our school. The terms of probation will be defined in a contract, that will clearly detail the desired outcomes and behaviors, with a timeline for compliance.

Students may be placed on behavioral probation for any of the following reasons:

- A pattern of continued unexcused tardiness or absence.
- Continued inappropriate behavior and/or deliberate disobedience, including academic dishonesty.
- Persistent disregard for the standards and policies of Desert Chapel Christian School.
- Overt behavior that is contrary to our school's Statement of Faith.
- Open defiance of school authority
- Persistent use of profane or obscene language
- Persistent interruption of classes.

A violation of the terms of behavioral probation, while in effect, warrants suspension or expulsion from school.

## SUSPENSION:

Suspension is for a period of 1 - 5 days, depending on the severity of the behavior AND if the student has served a prior Suspension. A Suspension is considered an "Unexcused Absence". Students are encouraged to stay active in their studies while serving a suspension; however, all in-class quizzes, tests, and assignments will receive a grade of zero ("0"). For the duration of the Suspension, a student may not be present on any of the DCCS campuses during regular school hours or after-school sports or other school-related activities – including athletic events (on or off campus), field trips, pep rallies, fundraisers, or any other activity associated with Desert Chapel Christian School. Any of the behavior violations listed that require *Administrative Review* are also considered to be grounds for suspension depending on the severity of the act.

## EXPULSION:

Any of the violations listed that require a *Mandatory Suspension* are also considered to be grounds for expulsion, should the School Administration deem this to be necessary considering the severity of the situation.

## PUBLIC DISPLAYS OF AFFECTION:

Public or private displays of affection between boys and girls is not allowed. We ask the students not to hold hands, hug, embrace, kiss, etc. These rules apply for the school day as well as school-sponsored events, sports, and other school-related activities. A "side-hug" as a quick greeting is permissible.



# **LIST OF DISCIPLINARY TERMS:**

## **Abuse – Physical**

Physical assault of a staff member or student on school grounds, or in connection with a school activity. (Mandatory Suspension)

## **Abuse – Prejudicial**

The use of oral or written language (including text messages) to demean one's race, sex or ethnicity. (Administrative Review)

## **Abuse - Verbal or Threat**

Any intimidating or insulting action towards a staff member or student on school grounds or in connection with a school activity. The use of written, oral (including text messaging) or body language that is of an abusive or threatening nature. (Administrative Review)

## **Alcohol Abuse or Distribution**

Drinking or having in one's possession any intoxicating beverage while on the school grounds, on any school-sponsored activity or in vehicles owned or operated by students during the school day. Exhibiting behavior or odor of recent ingestion of alcoholic beverages. (Mandatory Suspension)

## **Bomb Facsimile**

Possession of or threat to use a bomb, fireworks, incendiary or explosive devices. (Mandatory Expulsion)

## **Cheating/Academic Dishonesty**

Using someone else's work and passing it off as one's own. Copying un-approved notes, electronic devices, and/or student's papers during a test. Working with others on an assignment that is intended to be independent effort. Copying another student's homework. (Loss of Credit.) Note: See "Academic Dishonesty"

## **Class Cutting**

Absence from class without an excuse, but still at school. (Administrative Review)

## **Communication Devices**

All portable electronic devices such as cell phones, Apple watches (or similar), pagers, beepers, iPods, CD players, game systems, etc. are not allowed to be used on the campus during the academic day. Cell phones, in particular, must be turned off, put away, out of sight and hearing at all times.

## **Computers - Inappropriate Use**

Computer hacking; visiting internet sites that have not been approved; downloading unapproved software or images from the net; theft or misuse of equipment; or marketing copyrighted material. (Administrative Review)

## **Disruptive Behavior**

Any behavior that disrupts or interrupts the normal teaching-learning process. (Administrative Review)

## **Drugs**

Any substance, legal drugs, medicines, herbal remedies, dietary supplements, etc. are not allowed on campus except under the controlled distribution by the school office in cooperation with the parents and medical authorities. Illegal drugs or drug paraphernalia is prohibited on school property or at any school activity. Students present at the use or distribution of such items must notify teachers, administration or staff immediately to avoid receiving the same consequences as those who violate this policy. (Mandatory Suspension or Expulsion)

## **Extortion**

The threatening or frightening of another person to attempt to secure money or property. (Mandatory Suspension)

## **Failure to Leave the School Grounds**

Remaining on school grounds with abbreviated schedule, or failure to leave the school grounds immediately following the last class, or refusing to leave a school activity as scheduled or requested. (Administrative Review)

## **Fighting**

Punch thrown or exchange of blows between students. (Mandatory Suspension)

## **Fire Alarms**

Deliberating setting off false alarms or misusing the fire alarm system. (Mandatory Suspension)

## **Fireworks/Incendiary Devices**

Possessing or using any incendiary device. (Mandatory Suspension)

## **Forgery**

The signing of a note for parent or staff member. (Administrative Review)

## **Harassment – Sexual**

Committing or attempting to commit sexual assault or sexual battery. Inappropriate verbal, written (including text messaging), or physical contact of a sexual nature. (Mandatory Suspension)

## **Inappropriate Behavior at School Events**

Conduct that disturbs, distracts, or endangers participants or audience. (Loss of privileges to school activities).

## **Inappropriate Items**

Water pistols, skateboards (except for transport to and from school), scooters, and lasers. (Stored in the office for parent to pick up)

## **Insubordination**

Refusal to comply with reasonable staff or teacher request. (Administrative Review)

## **Intimidation – Physical**

Frightening, bullying, or threatening another person with bodily or property harm, pushing, bumping, or tripping with the intent to frighten or threaten. (Mandatory Suspension)

### **Intimidation - Non-Physical**

Frightening, bullying, or threatening another person through written, oral, or web-based communication. (Administrative Review)

### **Leaving School Grounds**

Departure from school grounds without permission during school hours. (Mandatory Suspension)

### **Littering**

Carelessly or deliberately scattering trash, including not picking up lunch trash. (Assigned appropriate work/cleaning)

### **Parking - Misuse of privilege**

Entering or driving a vehicle during the school day, including lunchtime, without permission. (Loss of privilege)

### **Plagiarism**

The use of words or ideas of another without acknowledgement. (Loss of credit for the assignment) See "Academic Dishonesty"

### **Profanity/Obscenity**

Written (including text messaging) or oral language or drawings that offend the senses or Biblical moral standards of the school. (Administrative Review)

### **Safety - Endangering Safety of Others**

Student behavior which violates safety regulations and which may cause or does cause injury to others. Includes engaging in unsafe driving practices; vehicle speeding, recklessness, or spinning wheels. (Administrative Review)

### **Smoking, Use of Tobacco, Vaping**

Smoking, using tobacco products, and/or vaping on school property. (Mandatory Suspension) Students present during use may incur the same consequences.

### **Tardiness**

Arrival at school or class after the bell has sounded. (Detention, loss of participation points, or additional assignments)

### **Theft**

Taking another person's property while on the school grounds. (Administrative Review)

### **Truancy**

Illegal absence from school.

### **Vandalism/Tagging**

Damaging or destroying the property of another student, staff member, or of the school. (Mandatory Suspension)

### **Weapons**

Possession of a weapon such as a gun, knife, or any other object that can be used as a weapon. (Mandatory Suspension or Expulsion)

### **Web-Based Violations**

The sending or posting of offensive, obscene, harassing, insulting or degrading information, pictures or language through an internet, cellular, or web-based system. (Mandatory Suspension)

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# **OPPORTUNITIES FOR PARENT INVOLVEMENT**

## **PARENT COUNCIL:**

The Parent Council serves as a coordinated support group for all programs on campus, meeting once per quarter. Parents are encouraged to join and become actively involved in all school functions. Contact us at (760) 327-2772, or on the web at [www.dceagles.org](http://www.dceagles.org).

## **FUNDRAISING:**

We also invite parents to join us in our fundraising endeavors. Typical fund-raising opportunities are: golf tournaments, dinners, gala events, advertisements, programs, sale of DCCS merchandise, and auctions. If you would like to get more information on how you can get involved, donate, or offer your assistance, contact us at (760) 327-2772, or look on the web at [www.dceagles.org](http://www.dceagles.org).

## **VOLUNTEERING:**

DCCS requests that parents volunteer for ten (10) hours per academic year. Please contact the school office for more information.

## **BOOSTER CLUB:**

A booster club is an organization that is formed to support an associated club, sports team, or organization. The booster club can support this through raising funds or coordinating events. The DCCS Booster Club will be organized and run by our DC parents. The main purpose of the DCCS Booster Club will be to develop support and raise funds for the student athletics program.

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# GENERAL

## COMMUNICATION:

All upper elementary, middle, and high school students will be provided a school-issued email address. It is important that students check their school email account on a daily basis. School news will be communicated to students and parents via email. Please be sure to provide (and update) the school office with your most current contact information. Email is generally the best way to initiate contact with your student's teacher(s).

## WEEKLY ANNOUNCEMENTS:

School news, calendared events, and important information will be communicated each week through our View from Above weekly announcements. Please be sure to check your email regularly to stay informed.

## FACTS MANAGEMENT:

FACTS Management is the school's operating system. Through FACTS, students and parents can check records of attendance, grades, assignments, course information, and contact teachers. We strongly encourage parents to regularly check their student's progress academically. Students will benefit from daily logging to check their progress and grades. We strongly recommend parents check student grades and assignments regularly and consistently.

In addition, tuition agreements, payment plans, incidental charges, after-school charges, and lunch program charges are now managed through Facts Management.

FACTS can be accessed at: <https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx?>

ParentsWeb login is case-sensitive and requires a District Code, Username, and Password.

- Our District Code is: **DCH-CA**

## FIRST TIME USERS: PARENTS AND STUDENTS

- You must have an email address to access ParentsWeb. Parents, the email address you have provided the school office will be the one you utilize to log in. Students will use their school "dceagles.org" email address to log in.\*
- To access ParentsWeb Family Portal Login, go to: <https://logins2.renweb.com/Logins/ParentsWeb-Login.aspx?>
- Click on the "Create a New ParentsWeb Account".
- Enter your email address and click the "Create Account" button.
- Your password information for ParentsWeb will be emailed to you (check your spam folder, if you do not see it).

## RETURNING PARENTS & STUDENTS

After the initial set-up of your account, the username and password will remain the same for each academic year. If you forget your login information, please contact the Academic Coordinator to reset your access to ParentsWeb.

\*Please note that elementary students in Transitional Kindergarten through Grade Five will not be issued a school email access; however, their parents/guardians will still be able to access Facts Management via the email provided to the school office.

## **WEBSITE:**

Desert Chapel Christian School utilizes current technology to communicate and disseminate information in a timely fashion. Daily information is always available at our website [www.dceagles.org](http://www.dceagles.org), or you can follow us on social media:

- The official DCCS Instagram is: **@DCEagles**. Keep up with the latest news!
- The official DCCS Facebook is: **<https://www.facebook.com/mydceagles/>**

## **EMERGENCY DRILLS:**

Emergency drills are conducted monthly (Elementary) and quarterly (MS/HS) to prepare students, faculty, and staff for a variety of emergency situations including fires, earthquakes and lockdowns. When a fire alarm sounds, students are to follow drill directions given by school staff. If students are told to evacuate the building, they should do so quickly, quietly, and in an orderly fashion, to the area designated by their teacher. A student found to have participated in the ringing of a false alarm may be dismissed from Desert Chapel Christian School.

## **COVID-19 ADDENDUM:**

For the 2021-2022 academic school year, all information published in this Student Handbook is subject to the DCCS Health & Safety Plan. If there is any difference between what is listed in the Student Handbook and the Health & Safety Plan, the Health & Safety Plan is the final authority. For example, school drop-off has been adjusted from 7:30 a.m. to 7:45 a.m. for the duration of COVID-19 mandates and measures.

# 2021-2022 ACADEMIC CALENDAR

## DESERT CHAPEL CHRISTIAN SCHOOL ~ 2021-2022 ACADEMIC CALENDAR

### AUGUST

23 - 27 Teacher In-Service  
26 All School Orientation  
30 First Day of School

### SEPTEMBER

6 Labor Day (No School)  
8 Teacher In-Service (Min. Day)  
9 Parent Council Meeting  
13 - 17 Book Fair  
17 Grandparents Chapel  
24 All-School Picture Day

### OCTOBER

4 Q1 Progress Reports Distributed  
6 Teacher In-Service (Min. Day)  
11 Columbus Day (No School)  
13 PSAT/NMSQT Testing (10/11th Grade)  
25 - 29 Red Ribbon Week  
29 End of First Quarter (Min. Day)

### NOVEMBER

3 - 5 Parent-Teacher Conferences (Min. Day)  
10 PSAT Testing (8/9th Grade)  
11 Veterans' Day (No School)  
18 Parent Council Meeting  
19 Pilgrim's Chapel & Feast (Min. Day)  
22 - 26 Thanksgiving Break

### DECEMBER

6 Q2 Progress Reports Distributed  
8 Teacher In-Service (Min. Day)  
16 DC Elementary Christmas Musical  
17 Christmas Chapel (Min. Day)  
20 - 31 Christmas Break

### JANUARY

3 Return to School  
12 Teacher In-Service (Min. Day)  
17 Martin Luther King Day (No School)  
19 - 21 MS/HS Semester One Finals (Min. Day)  
21 End of 2nd Quarter/Semester 1 (Min. Day)

### FEBRUARY

9 Teacher In-Service (Min. Day)  
17 In-House Math Olympics  
18 Lincoln's Birthday (No School)  
21 Presidents' Day (No School)  
24 Parent Council Meeting  
28 Q3 Progress Reports Distributed

### MARCH

2 - 4 Parent-Teacher Conferences (Min. Day)  
11 Regional Math Olympics (Min. Day)  
18 Rock the Walk (Min. Day)  
25 End of Third Quarter (Min. Day)  
31 In-House Speech Meet (Elementary)

### APRIL

6 Teacher In-Service (Min. Day)  
15 - 22 Easter & Spring Break

### MAY

4 Teacher In-Service (Min. Day)  
9 Q4 Progress Reports Distributed  
10 - 13 IOWA Standardized Testing  
12 Parent Council Meeting  
17 - 20 Senior Finals  
19 DC Elementary Spring Musical  
25 Baccalaureate Chapel  
27 Class of 2022 Graduation  
30 Memorial Day (No School)  
31 MS/HS Semester Two Finals (Min. Day)

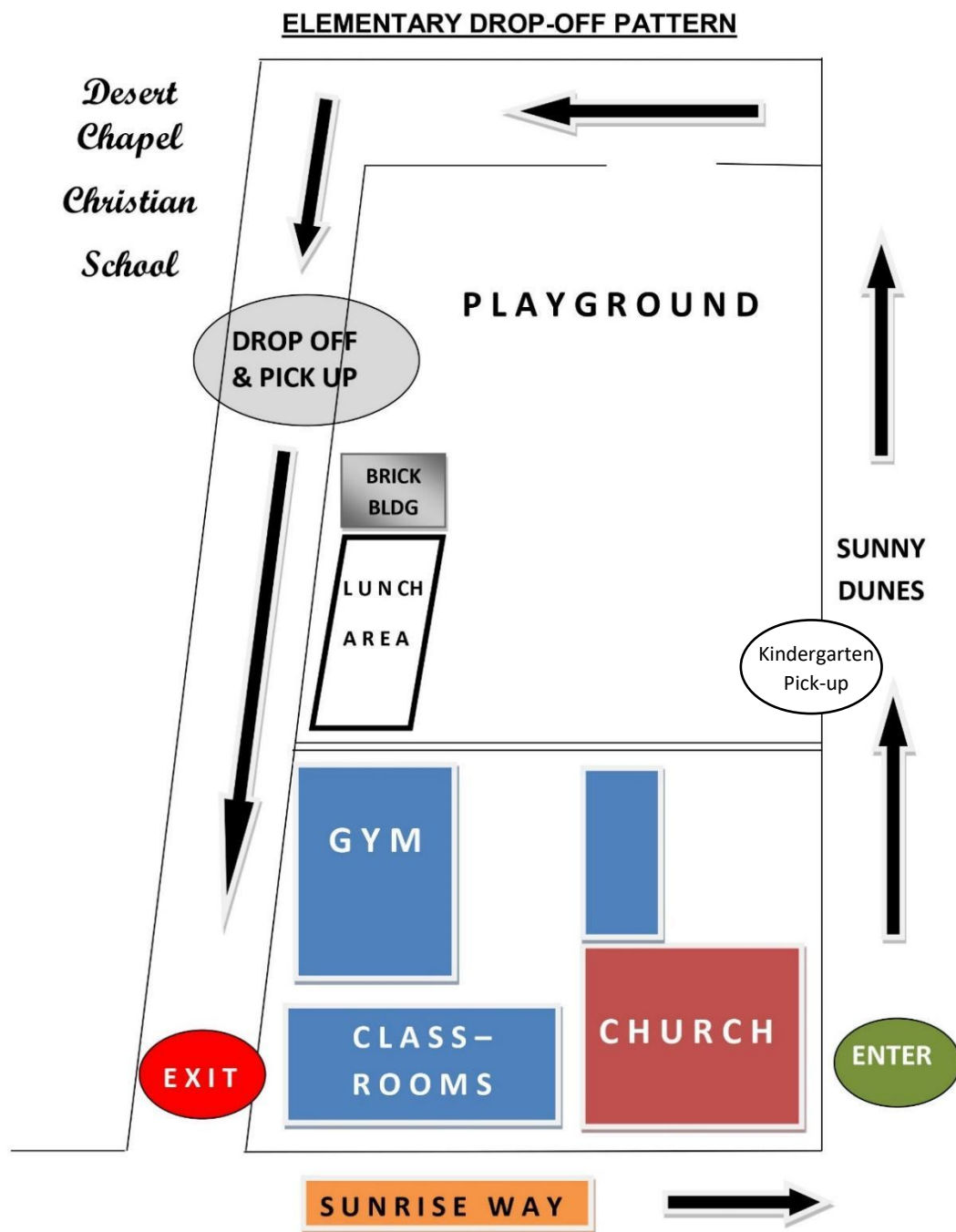
### JUNE

1 MS/HS Semester Two Finals (Min. Day)  
2 MS/HS Semester Two Finals (Min. Day)  
2 End of 4th Quarter/Semester 2 (Min. Day)  
2 Last Day of School (Min. Day)  
2 Elementary Awards Assembly (Min. Day)  
3 Teacher In-Service

\*Minimum Days = 11:30 a.m. Dismissal

Days of Instruction: Q1 - 43 Days Q2 - 43 Days Q3 - 43 Days Q4 - 42 Days Total - 171 Days

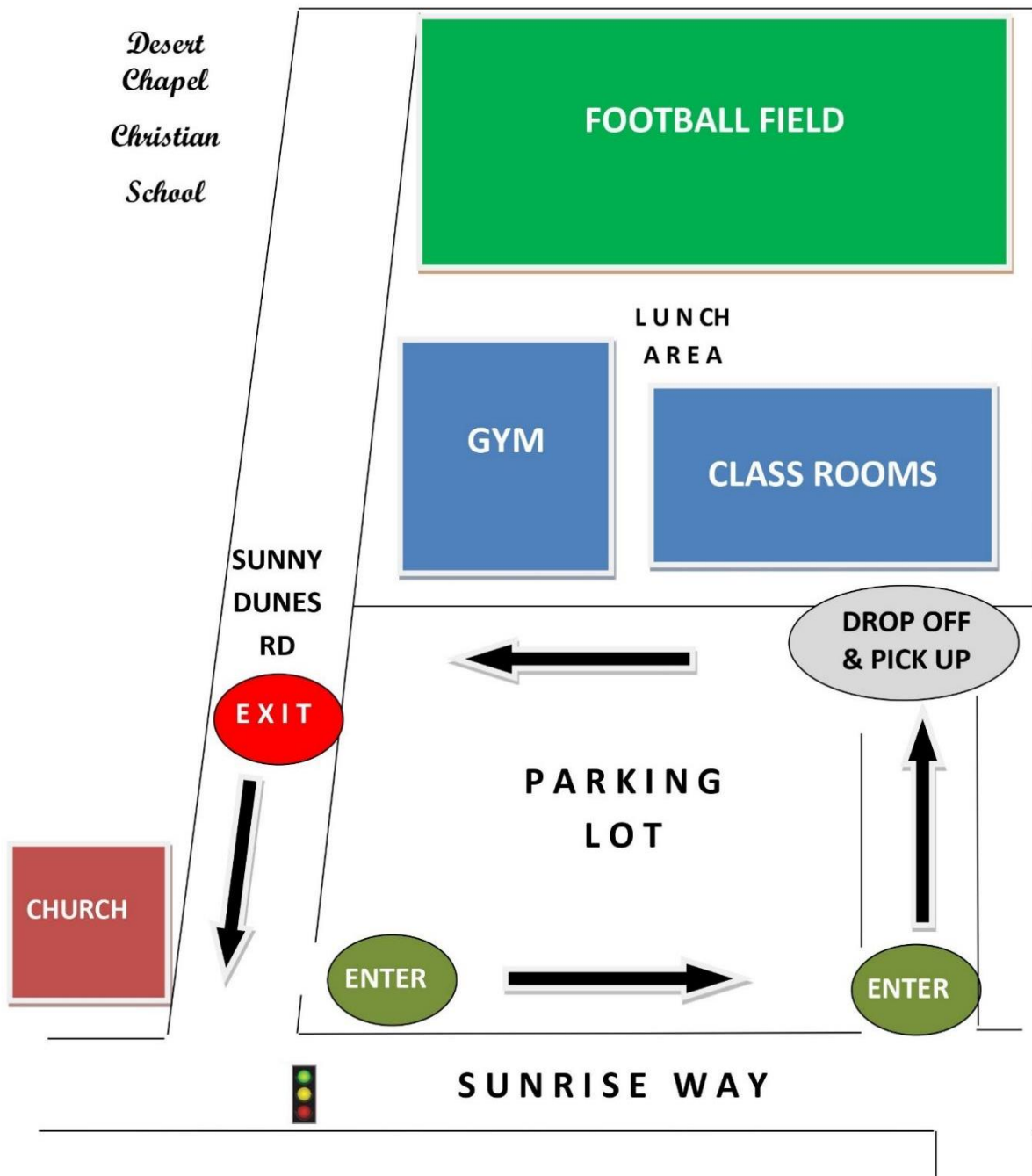
# ELEMENTARY DROP-OFF & PICK-UP PATTERN





# MS/HS DROP-OFF & PICK-UP PATTERN

## DROP OFF & PICK UP FOR MIDDLE & HIGH SCHOOL



# SIGNATURE PAGE

## ➡ INTERNET - ELECTRONICS - DRESS CODE AGREEMENT

**STUDENT NAME:** \_\_\_\_\_ **GRADE:** \_\_\_\_\_

### STUDENT AGREEMENT:

As a user of Desert Chapel Christian School computer network, I hereby agree to comply with the terms and conditions as outlined in the DCCS Network/Internet Policy and DCCS Computer/Internet Regulations, as stated in the Student Parent Handbook. I also hereby agree to communicate over the computer network in an appropriate fashion, while honoring all relevant laws and restrictions.

As a student of Desert Chapel Christian School, I have read, understand, and agree to abide by the DCCS Cell Phone and Electronics Policy.

As a student of Desert Chapel Christian School, I have read, understand, and agree to abide by the DCCS Dress Code Standards.

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Date

### PARENT PERMISSION AGREEMENT

As the parent or legal guardian of the named signed student above, I hereby grant permission for my child to access the DCCS Computer Network and Service, such as internet and electronic mail. I understand that individuals and families may be held liable for violations. I understand that some materials on the Internet may be objectionable, but I accept responsibility for guidance of Internet use, setting and conveying standards for my child to follow when selecting, sharing, or exploring information and media. I have also talked with my child regarding the terms and conditions as outlined in the DCCS Network/Internet Policy and DCCS School Computer/Internet Regulations, as stated in the Student Parent Handbook.

I have read, understand, agree, and have talked with my student about the DCCS Cell Phone and Electronics Policy, as stated in the Student Parent Handbook.

I have read, understand, agree, and have talked with my student about the DCCS Dress Code Standards, as stated in the Student Parent Handbook.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date