

**This handbook is currently under revision for the 22.23 school year. For the current 22.23 Dress Standard, please refer to this link on our website for Uniform and Vendor information <https://dreamcityschools.org/uniform-2/>.**



# **Parent / Student Handbook**

**2021 – 2022**

Welcome to the Dream City Christian School family!

Dream City Christian School (DCCS) serves the community by providing the Northwest Valley with a high-quality Christian School choice. The staff, faculty and administration at DCCS are committed to academic excellence and positive spiritual formation. Our mission is building Christian leaders ready to live and thrive in a rapidly ever-changing world. To accomplish this, we need to ensure our students exhibit excellent character, grounded in Christian values, who use their biblical worldview to become critical thinkers, creative problem-solvers and effective communicators.

We also expect all who choose to attend to commit to living in a “Christ-like” manner. This is core to our community and essential to us providing a secure and loving learning environment. The following pages provide an overview of campus life, as well as specific policies, which guide administrative decisions. We believe adherence to these policies will allow us to foster community through a common set of expectations.

It is our desire as your school board that together we create a strong partnership that allows us to build on the success of our past to ensure we soar into the future. GO EAGLES!

In Christ,

Dream City Christian School Board

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*But those who hope in the Lord will renew their strength. They will soar on wings like eagles; they will run and not grow weary; they will walk and not be faint.*

*Isaiah 40:31 (NIV)*

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*Isaiah 40:31 (NIV)*

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**This handbook is subject to change without notice.**

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*Isaiah 40:31 (NIV)*

*Dream City Christian School reserves the right to implement or revise any rules or policies throughout the school year.*



**MISSION STATEMENT**

Building Christian Leaders Prepared to Live and Thrive in a Rapidly Changing World.

**CAMPUS VISION**



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*Isaiah 40:31 (NIV)*

## PURPOSE

*To Make a Positive Difference in Our Community*

## CORE VALUES

*Values that Guide our School Community*

**Faith** – *We are passionately committed to share the gospel of Jesus Christ with others through our lives and an intentional system of word and action.*

**Leadership** – *We are passionately committed to lead as Jesus led, developing, mentoring and empowering others to reach their full potential in Christ.*

**Excellence** – *We are passionately committed to achieve the greatest levels of excellence in education and in everything we do, being highly professional, innovative, creative and effective.*

**Relationships** – *We are passionately committed to build strong, healthy relationships with each other, students, families, church and community.*

**Integrity** – *We are passionately committed to carry out our mission and reach our vision with the highest level of integrity that glorifies God through all we do.*

**Service** – *We are passionately committed to serve others as Christ has served us, providing outstanding service to each other, students, families and community.*

*“A good name is to be more desired than great wealth; favor is better than silver and gold.”  
Proverbs 22:1*

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## STATEMENT OF FAITH

The following is the doctrinal position held by Dream City Christian School. All personnel serving in any official school capacity are expected to personally hold to these convictions and teach them. All parents/guardians shall agree to our organization teaching these viewpoints (in an age-appropriate manner) to students in an effort to instill values from a Biblical worldview:

1. We believe the Bible to be the inspired, the only infallible, inerrant Word of God. (2 Timothy 3:15-17; 2 Peter 1:21)
2. We believe there is one God, eternally existent in three persons—Father, Son, and Holy Spirit. (Genesis 1:1; Matthew 28:19; John 10:30)
3. We believe in the deity of Christ (John 10:33):
  - His virgin birth (Isaiah 7:14; Matthew 1:23; Luke 1:35)
  - His sinless life (Hebrews 4:15; Hebrews 7:26)
  - His miracles (John 2:11)
  - His vicarious and atoning death (1 Corinthians 15:3; Ephesians 1:7; Hebrews 2:9)
  - His resurrection (John 11:25; 1 Corinthians 15:4)
  - His ascension to the right hand of the Father (Mark 16:19), and
  - His personal return in power and glory (Acts 1:11; Revelation 19:11)
4. We believe that it is the goal of every Christian to grow in spiritual maturity through obedience to the Word of God and the indwelling Holy Spirit. (Romans 8:13-14; 1 Corinthians 3:16; 1 Corinthians 6:19-20; Ephesians 4:30; Ephesians 5:18; 1 Corinthians 12)
5. We believe, according to His promise, that Jesus will physically return for His people. This truth has been revealed to provide the believer comfort and encouragement in his life.
6. We believe that God wonderfully and immutably creates each person as male or female. These two distinct, complementary genders together reflect the image and nature of God. (Gen. 1:26-27) Rejection of one's biological sex is a rejection of the image of God within that person.
7. We believe that the term "marriage" has only one meaning: the uniting of one man one woman in a single, exclusive union, as delineated in Scripture. (Gen. 2:18-25). We believe that God intends sexual intimacy to occur only between a man and a woman who are married to each other. (1 Cor 6:18; 7:2-5; Heb 13:4). We believe that God has commanded that no intimate sexual activity be engaged in outside of a marriage between a man and woman.
8. We believe that any form of sexual immorality (including adultery, fornication, homosexual behavior, bisexual conduct, bestiality, incest, and use of pornography) is sinful and offensive to God. (Matt. 15:18-20; 1 Cor 6:9-10)
9. We believe that in order to preserve the function and integrity of Dream City Christian School as a local Body of Christ, and to provide a biblical role model to the Dream City Christian community, it is imperative that all persons employed by Dream City Christian School in any capacity, or who

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serve as volunteers, agree to and abide by this statement of marriage, gender, and sexuality. (Matt 5:16; Phil 2:14-16; 1 Thess. 5:22)

10. We believe that God offers redemption and restoration to all who confess and forsake their sin, seeking His mercy and forgiveness through Jesus Christ. (Acts 3:19-21; Romans 10:9-10; 1 Cor 6:9-11)
11. We believe that every person must be afforded compassion, love, kindness, respect, and dignity. (Mark 12:28-31; Luke 6:31) Hateful and harassing behavior or attitudes directed toward an individual are to be repudiated and are not in accord with Scripture or the doctrines of Dream City Christian School.
12. We believe that all human life is sacred and created by God in His image. Human life is of inestimable worth in all its dimensions, including pre-born babies, the aged, the physically or mentally challenged, and every other stage or condition from conception through natural death. We are therefore called to defend, protect and value all human life. (Psalm 139)
13. Final Authority for Matters of Belief and Conduct: The Statement of Faith does not exhaust the extent of our beliefs. The Bible itself, as the inspired and infallible Word of God that speaks with final authority concerning truth, morality, and the proper conduct of mankind, is the sole and final source of all that we believe. For purposes of Dream City Christian School's faith, doctrine, practice, policy, and discipline, our school board is Dream City Christian School's final interpretive authority on the Bible's application.

## EDUCATIONAL PHILOSOPHY AND GOALS

Dream City Christian School (DCCS) is committed to the total development of each student. We strive to meet academic, social and spiritual needs. Collaborating with parents, we will do all we can to contribute to the enlightenment, health and wholeness of every child.

We seek to promote Christian values in academics and extracurricular activities. By incorporating Christian principles in our curriculum, we seek to teach the students that Christ is essential in all meaningful learning and relevant for daily living. We view education as a foundation for lifelong learning.

Our curriculum is designed specifically to prepare our students for entrance into college, career and armed services. We provide a quality education in a Christian environment to help our students cope successfully with the challenges of our modern-day society as well as the challenges of higher education.

## DREAM CITY CHRISTIAN SCHOOL'S HONOR CODE

Your decision to attend DCCS is a choice to live according to Christian values. To accomplish our vision and mission statements, the discipline system at DCCS is designed to reflect Christian values while creating a safe environment for our DCCS community that nurtures the spiritual, academic, physical and social growth of our students. We seek to establish a clear standard of behavior based upon Biblical truth.

The DCCS community believes this safe and nurturing environment is best achieved within an atmosphere of clear consequences for unacceptable behavior tempered with grace and mercy.

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Students are encouraged to understand that their choices produce consequences, positive consequences for honorable behavior and negative consequences for dishonorable behavior. The instrument adopted by DCCS to implement this philosophy of discipline is the DCCS Honor Code.

### ***Honor Code***

*I understand and respect that Dream City Christian is a distinctly Christian school. I pledge to follow the guidelines and rules set forth by DCCS which are based on Christian principles and values. As a student representing DCCS, I understand that my conduct reflects the school both on and off campus. As a student at DCCS, I will conduct myself in an honorable manner which reflects respectable Christian behavior in every area of my life.*

The Honor Code is intended to work for the students, not against them. It is structured to encourage them to live with integrity. The effectiveness of the Honor Code is directly proportional to the level of student ownership. **Ultimately, the strength of the Honor Code rests with the commitment to follow it and to hold each other accountable.**

## **CHAPEL**

Chapel is an important part of life at DCCS. It is an opportunity for students to learn and grow in a relationship with Jesus and participate in worship. Students are required to attend Chapel and are expected to come desiring to learn more about God. Many of our students have come to a deeper commitment to Christ during Chapel. They should come expectantly looking for God to use the time to help them grow. A DCCS collared shirt is required at all Chapels.

- Parents and siblings are welcome at Chapel. Cell phones are to be turned off during Chapel.
- Each student will demonstrate proper courtesy and Christian hospitality to all guest speakers and one another by listening carefully and behaving properly. The attitude toward the speaker should be respectful and attentive.
- No food or drinks are allowed. All electronic devices must be silenced. While hoodies are permitted, the hood may not be worn during Chapel.
- Students are given the wonderful opportunity to engage in praise and worship during Chapel. Students are encouraged to be active participants.

## **COMMUNICATION EXPECTATIONS**

The cornerstone of successful education is the cooperation between home and school. Please remember the partnership between teachers and parents is an essential element for a strong, prosperous and successful school year for students. If you have a complaint or disagreement at some time, please follow the steps listed below:

- Step 1** – If you have a question concerning an assignment or a concern about the actions of a teacher or student, please go to the teacher first and discuss the problem and try to resolve it.
- Step 2** – If the concern comes up again, go to the teacher again and allow them to try to resolve the concern.
- Step 3** – If the problem continues, please set up a meeting with the principal by scheduling with the K-12 secretary.

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## ACCREDITATION AND AFFILIATIONS

As DCCS continues its pursuit of excellence in academics, student achievement is a primary focus. Student achievement requires a high standard that is supported by a meaningful curriculum. Giving credence to our mantra to seek academic excellence in all we do, DCCS has earned acknowledgement from several nationally recognized agencies including the Association of Christian Schools International (ACSI) and Cognia (formerly AdvancED) accreditation.

DCCS has built a partnership with Grand Canyon University, West-MEC, Arizona Christian University and Colorado Christian University. Dual enrollment opportunities are offered through GCU and CCU. DCCS is also part of the GCU Canyon Christian Consortium, which offers a scholarship valued up to **\$16,000** for DCCS students who meet the acceptance and attendance requirements. This scholarship is a value and true savings to families.



## ENTRANCE REQUIREMENTS

Kindergarten students should be five (5) years of age prior to October 1<sup>st</sup>. The Kinderbridge program is an option available for those children with birth dates who do not meet the October 1<sup>st</sup> deadline or for those needing more time developmentally. A birth certificate, health forms and immunization records must accompany applications for kindergarten children.

New students, grades (K-12<sup>th</sup>), must complete the online new student application. Immunization records must be submitted upon acceptance and a request for student records must be completed and will be sent from the school office. All new students must submit a copy of their most recent report card/transcripts, achievement test scores, and two teacher recommendations. Before acceptance, students may be required to complete an entrance assessment to determine proper course placement.

## RE-ENROLLMENT

Students are enrolled for one academic year. All students are reviewed by administration at the end of each school year. Students will be invited to return if they are deemed to be thriving, the student and family continue to be supportive of the mission of the school and the family account is in good standing. The school board reserves the right to refuse re-enrollment to a student the following year at its sole discretion if they believe the student to have educational or behavioral needs outside of the mission of the school.

DCCS also reserves the right not to extend the privilege of enrollment or re-enrollment if any information on the application is not truthful. Any conduct by a student or parent/guardian that is in violation of the Parent Student Handbook and which DCCS administration considers detrimental to the student or to other students attending DCCS may be deemed an adequate case for appropriate disciplinary action. This includes suspension or dismissal. Transcripts and report cards will be

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released once all tuition and financial obligations are satisfied and books and/or student computers are returned for the current school year.

## **NON-DISCRIMINATION POLICY**

DCCS admits students of any race, color, national and ethnic origin to all the rights, privileges, programs, and activities generally made available to students and the school. It does not discriminate based on race, color, national and ethnic origin in administration of its educational policies, admission policies, tuition assistance programs, athletic or other school-administered programs.

## **ADMISSIONS POLICIES**

Students at DCCS are enrolled for one academic year at a time. DCCS does have a Special Education Department, "Serving Others with Additional Resources" (SOAR) and offers an intervention program designed to meet the needs of students. If it has been determined that a student has educational or behavioral needs outside the scope of the school's resources, this will be respectfully communicated to the parents and appropriate educational organizations will be recommended.

## **ADMISSIONS PROCESS**

All information on a student's admission application must be truthful. Students enrolling at DCCS for the first time will need to provide a copy of their birth certificate, immunization records and all related health records. The DCCS Admissions Director will request student records from the student's previous school. An interview with the principals will occur. DCCS reserves the right to review records and to determine if DCCS has the resources to meet the student's needs. Students transferring to DCCS from another high school will have their official transcripts from their previous high school(s) evaluated by the principal and/or the academic advisor. Parents will be notified following the review if any additional courses are required to meet graduation and state requirements. All international students must apply through the international program office.

## **FINANCIAL OBLIGATIONS**

A schedule of fees is established annually by the school board and is distributed to current families in January prior to re-enrollment.

### **Application Fee for New Students**

An applicant should be prepared to pay a registration fee for each child being enrolled. Payment of the registration fee implies intent to attend. This fee is non-refundable.

### **Re-enrollment Fees for Current Families**

Re-enrollment for the following school year occurs in January. Families are required to re-enroll their student(s) online, and enrollment is not complete until the enrollment fee is paid. This fee is non-refundable.

### **Lost Textbook or Computers Fees**

You will be charged a fee(s) for textbook) and computers not returned at the end of the semester or school year. This also includes early disenrollment.

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## Tuition Policy

Tuition rates are established based on a full school year. Monthly payments begin in July and end with final payment in May.

### Base Tuition Rates for the 2021–2022 School Year

High School (9-12) \$11,700

Middle School (7-8) \$10,350

Middle School (6) \$9,500

Elementary (K-5) \$8,600

\*Additional educational programs such as SOAR and international programs may require higher tuition rates\*

### Billing Schedule/Delinquent Accounts Policy

DCCS has partnered with FACTS Management Company to help us manage our tuition payment program. With FACTS, the school maintains decision-making control. Upon enrollment, FACTS will assess a non-refundable annual fee of \$50, and all payments will be made through FACTS Management. If your payment is more than 15 days late, FACTS will assess a late fee of \$50. Should a payment be returned unpaid by your bank, FACTS will charge a \$30 fee. Accounts 30 days in arrears could result in the withdrawal of your students.

### Withdrawals

Any parent who wishes to withdraw their student must complete a “Student Withdrawal” form and submit it to the Admissions Director. Since tuition is calculated based on the entire year, reductions will not be made for family vacations or other events. Tuition is required for the entire month during which a student is in attendance regardless of the date withdrawn. Records will be processed once all financial obligations are satisfied.

### Tax Credit Scholarships

DCCS believes that Christian education is a priority and therefore desires to assist in providing education for families with financial needs. Certified School Tuition Organizations (STOs) have been established to receive income tax credit contributions that fund scholarships for students to attend qualified private schools located in Arizona. For information, please contact the Admissions Director.

## SCHOOL HOURS

DCCS operates each school day on the following schedule:

Program Level	Start Times	End Times
K-5	8:00am	3:00pm
6 <sup>th</sup> -12 <sup>th</sup>	7:45am	3:10pm

### Campus Supervision

Students are not to be on campus unsupervised before or after school for the protection of all students. Therefore, students may not be on campus no earlier than 10 minutes before the start of school (K-5<sup>th</sup> 7:50am and 6<sup>th</sup>-12<sup>th</sup> 7:35am) unless on official school business. DCCS offers an after-school

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Enrichment program (E-Club) for students K-5. For program times, cost, and availability, please contact the school office. An application will need to be on file before your child can attend E-Club. If your child is on campus unsupervised before or after school, your account will be charged the one-time registration fee and hourly rate.

### Early Release Schedule K-12

- Early release for K-5<sup>th</sup> begins at 8:00am, with dismissal at 1:00pm (E-Club is available).
- Early release for 6<sup>th</sup>-12<sup>th</sup> begins at 7:45am, with dismissal at 1:00pm.

## CAMPUS HOURS

Campus visits are restricted to those with school business. All visitors, including alumni, must first sign in at the school office to obtain a visitor pass. You will be asked to leave your keys or driver's license. Items brought to a student during the school day must be labeled and brought to the school office (for more visitor information, please refer "Visitors on Campus" section of this handbook. Any person waiting in the parking lot during the school day may be approached as part of a routine safety check.

- School office hours are 7:00am-4:00pm during the school year.
- Students on campus after 3:15pm must be engaged in a school-sponsored activity.

Once students arrive, they are not permitted to leave campus without permission granted through the administration. **Students who are leaving early from school must be signed-out by a parent/guardian through the school office.** Students may not leave campus until their classes for the day have been completed. Please note: A student's day is not complete until after their last scheduled class. If a student's first class is after 1<sup>st</sup> hour or his/her last class end before 7<sup>th</sup> hour, they must sign in/out in the school office.

## CAMPUS SAFETY

### Safety Reporting

Report any potential threats, bullying situations or hazards directly to the school office. Administration will promptly evaluate all reports to ensure our campus is secure.

### Emergency Preparedness

In an emergency, please refer to the school website for more information regarding school closure, student pick-up, etc. In addition, text and email blasts will be sent to all DCCS families according to the information on file. As a result, it is essential that contact information is current. To facilitate accurate information and minimize confusion and misinformation in an emergency, students and families are asked to share only information that is provided through the school from emergency care professionals (i.e. police, firefighters, ambulance, etc.)

### Student Identification (ID) Cards-Middle School/High School

As a safety precaution, all 6<sup>th</sup>-12<sup>th</sup> DCCS students must wear their school identification around their neck at all times while on campus. Students without their identification cards may be referred to the administration for disciplinary action. There is a \$10.00 fee to replace identification cards.

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## Hall Passes

Students learn best when they are in class, engaged in the learning process. If it is necessary for students to be outside their classroom during a class period, they must be going to or coming from the designated location while wearing their identification carrying the appropriate school-issued hall pass. Students found loitering will be sent to administration where disciplinary actions may be taken.

## SIGNING STUDENTS OUT

DCCS is a closed campus and students are to remain on campus during the student's instructional day. Students may not leave campus for any reason unless signed out by a parent/guardian (exception: seniors that have signed permission by parents/guardian to have lunch off campus or high school students in the internship class with a parent permission form). **Students that are 18 years and older are not allowed to sign themselves out during their instructional day.** The office staff will ask for ID from a parent or the designated person (parent approved) before releasing a student.

Students old enough to drive can sign themselves out **only if there has been prior written authorization or a phone call/email to the school office granted by the parent/guardian.** This communication must include the reason for signing out along with parent signature (written authorization) and contact phone number. Any student who is found to be off campus without a parent/guardian signing them out will be considered truant. This excludes student that are done with their instructional day. Consequences for truancy are based on DCCS' Major Disciplinary Infraction policy.

## ACADEMIC SUPPORT

### Tutoring

Free tutoring is available Monday, Tuesday, and Thursday from 3:15pm–3:40pm for 6<sup>th</sup>-12<sup>th</sup> students. Students requiring more tutoring time should arrange additional time with their teacher.

### Parent/Teacher Conferences

Parents are always welcome to meet with their child's teacher for a conference at any time during the school year. Conferences may be arranged through a phone call, e-mail or a note to your child's teacher. Formal conferences between parents and teachers are scheduled at the end of the first grading period. K-6<sup>th</sup> Parent/Teacher Conferences provide an opportunity to review a student's progress in all areas of their school experience. Middle school/high school conferences are by appointment only.

### Exceptional Student Services

DCCS is limited in the academic support services we can offer students with special learning needs. It is highly recommended that any accommodations for student learning be discussed and evaluated for compatibility with current DCCS services prior to admission.

## DISCIPLINE AND HONOR CODE VIOLATIONS

### On and Off Campus Behavior

Attending DCCS means that wherever a student goes, each student's actions will be judged as an extension of the reputation of DCCS. All individuals are responsible to conduct themselves in a way that honors Christ and Christian values.

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*Isaiah 40:31 (NIV)*

***“A good name is to be more desired than great riches.” Proverbs 22:1a.***

### **Middle School/High School After School Detention**

As a means of discipline, students may be required to attend after school detention. After the 3<sup>rd</sup> detention and subsequent detentions, a fee of \$25 (cash only exact amount) is due on arrival. After the 5<sup>th</sup> detention, the parent and student will be required to meet with administration. Students will always be supervised by a DCCS staff member. If an emergency should arise and the student is unable to attend, the office must be notified no later than morning of the detention. If the student does not attend and prior notification is not given, it may result in a suspension or an additional after school detention.

### **Discrimination**

The DCCS community is expected to be one of respect and reconciliation. Therefore, student or teacher disrespect will not be tolerated. Verbal attacks on one’s gender, race, religion, or ethnic origin is not acceptable. Discrimination of any kind has no place within the DCCS community. Any student engaging in such activity will be in violation of the Honor Code.

### **Displays of Affection**

Students must conduct themselves in a respectable way at all times. Physical displays of affection, such as kissing while on school property or at a school sanctioned event, are inappropriate.

### **Illegal Substances and Activities**

These acts include, but are not limited to, the use of alcohol, the use of illegal drugs, smoking, vaping, sexual immorality and vandalism. Students suspected of drug or alcohol use may be asked to take an immediate drug test.

### **Dealing with Suspected Honor Code Violations**

If a student suspects a classmate has committed an Honor Code violation, he/she has several options:

1. Discuss the potential violation with the student and give the student an opportunity to turn himself/herself into administration. If the violations are true and the violator makes any type of threat, the student being threatened should report the violator to the administration.
2. Go to an administrator or a teacher with the suspected violation.

Based upon the principles established in Galatians 6:1 *“If another Christian is overcome by some sin, you who are Godly should gently and humbly help that person back onto the right path.”* This conversation should be handled with an attitude of care and concern for the suspected violator and not with an attitude of harshness or reprisal. In an honorable community, students have a responsibility to help each other back on the right path. This policy does not leave room for students to discuss (gossip) the suspected violations among themselves. Gossip falls under the category of a dishonorable behavior and is an Honor Code violation itself.

If a member of the faculty or staff suspects an Honor Code violation, after discussing the incident with the student, he/she is obligated to turn in the violation to the administration. Once an Honor Code violation is reported, administration will assign disciplinary consequences to fit the violation and student.

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## Consequences for Honor Code Violations

The seriousness and nature of an Honor Code violation, as well as, the student's previous behavior, in large part, determines the consequences. Many behaviors are consistent from classroom to classroom, such as respect for the teacher, respect for fellow students and being on time and prepared. Other behaviors may be acceptable in one classroom and unacceptable in another, depending on such factors as teacher style and course content. Each classroom teacher is responsible for communicating his/her distinct discipline policies and consequences to the students. These consequences may include reprimands, detention, special seating arrangements, or other appropriate measures and should align with the guidelines outlined in this handbook. Consequences for Honor Code violations which do not require a dismissal include, but are not limited to:

### Behavioral Probation

Students who commit an Honor Code violation may be placed on a behavioral probation. Any additional Honor Code violations or other serious discipline infractions could put the student's future at DCCS in jeopardy.

Probation is for, but not limited to, two semesters. Any student on probation at the end of the school year will be evaluated by the administration committee to determine whether they will be allowed to return in the fall. A student's disciplinary record, teacher recommendations, and in some cases an interview will be used to evaluate the student's future enrollment. Additionally, the following consequences may include the following:

#### Probation from NEHS, NJHS, and NHS

Membership in the National Elementary Honor Society, the National Junior Honor Society and the National Honor Society is based partially on character and integrity. A student in NEHS, HJHS and NHS who is found guilty of an Honor Code violation is placed on probation for a period of 18 weeks. At the end of the 18 weeks, a student may make a written request to the NEHS/NHS/NJHS sponsor and administration to be reinstated in the organization. If the student's disciplinary record over the 18 weeks has reflected honor and integrity, the student will be taken off probation and reinstated as a member of the National Honor Society. However, if the student's disciplinary record has not reflected honor and integrity, the student will be removed from the organization.

#### Removal from Student Leadership

Students who hold a school or class office may be removed from those positions of leadership.

#### Academic Consequences

If the Honor Code violation involves academic work (homework, tests, quizzes, papers, projects, etc.), the student will receive consequences as outlined in the DCCS Parent/Student Handbook for that specific violation.

#### Suspension (On or Off Campus)

If the presence of a student at school would jeopardize the safety of others in the DCCS community or cause a disruption in the normal operations of the school, the student may be suspended. Some serious violations and indiscretions may warrant expulsion as

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determined at the sole and absolute discretion of administration. Under certain circumstances parents may be given the option to withdraw their student from school rather than be expelled.

### **Extra-Curricular Consequences**

Student on and off the DCCS campus are responsible for their behavior. If students are found in violation of the Honor Code, they may be removed from participation in activities for an amount time that will be set by administration.

## **MAJOR DISCIPLINARY INFRACTIONS**

### **Example Infractions**

Major disciplinary infractions include, but are not limited to, the following behaviors:

- Repeated inappropriate behavior
- Disrespect
- Cheating
- Stealing
- Destruction of property
- Vandalism, destruction of property
- Truancy
- Verbal threats
- Bullying, written threats
- Assault of another
- Inappropriate language
- Possession or use of tobacco products, vaping, drugs, alcohol, flammable materials or weapons
- The possession, for inappropriate use, of any over-the-counter medications
- Use of any object as a weapon
- Cyber threats (Internet bullying)
- Unauthorized video/photography
- Reckless/hazardous driving

### **Discipline Process**

- Student is removed from the classroom and sent to administration.
- The parent/guardian is contacted by the principal to discuss the infraction and consequences.
- All discipline is logged in RenWeb, the student management system.

## **HARASSMENT**

DCCS is committed to providing an environment for learning where everyone is valued as a child of God. Everyone deserves to be treated with respect, kindness and politeness. Behavior that falls outside this expectation may be considered harassment which has no place at DCCS.

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## Definition of Harassment

Harassment is behavior that is unwelcome, offensive, or inappropriate toward an individual or group typically based on gender, race, religion, ethnic origin or disability. Harassment creates an environment that is intimidating, hostile and/or offensive. The target is the person or persons who are the victim of the behavior. Behavior becomes classified as harassment based upon the effect on the target. Teasing or joking becomes harassment when it negatively affects the target.

Harassment types include bullying, cyber-bullying, sexual harassment, religious harassment, racial harassment and general harassment.

- Bullying is unwanted action that is targeted, repeated, and creates an imbalance of power. The action may be verbal, physical, written, spoken, visual or other non-verbal means. Some examples include, but are not limited to, name calling, slurs, negative stereotypes, pushing, shoving, punching, posturing, excluding, isolating, staring, leering, giving inappropriate gifts, inappropriate written notes, inappropriate pictures (drawn, cartoon, published), demanding money, demanding services, taunting, publicly humiliating, manipulating friends and relationships, threatening gestures (verbal, non-verbal, and written) and intimidating actions.
- Cyber-bullying is bullying behavior by an electronic act. An electronic act is a communication of a message via an electronic device. Examples include but are not limited to text messages web postings, social network sites, changing/hijacking passwords or accounts and cell phone communication. Actions may include but are not limited to social networking exclusion including creating web pages or groups that taunt, isolate, humiliate, reject, or isolate individuals or groups, sending harmful, threatening, or intimidating messages, repeated contact when the recipient has asked the messages to stop, or inviting others to join in inappropriate treatment of another.
- Sexual harassment is any unwelcome action that is sexual in nature.
- Religious harassment is any unwelcome action that is based on an individual's religious beliefs.
- Racial harassment is any unwelcome action that is based on a person's race, ethnicity, ethnic origin or national heritage. Examples of this type of harassment include, but are not limited to, racial slurs, stereotypes, use of demeaning language, references to historic events (such as the Holocaust, slavery, ethnic genocide, etc.) or images negatively portraying an ethnic group.
- General harassment is any inappropriate action not specified. It may include any repeated, unwelcome behavior that is not respectful, kind or polite.

Any act of retribution or reprisal because of information being reported to school officials will be considered an elevated act of harassment.

## Rude, Mean, Bullying/Harassment

Bullying/harassment is a serious matter, and for optimal support it is important to help students, parents and school staff use language that helps identify the types of harm that the student(s) has experienced. Not all incidents that result in harm to a student should be classified as bullying/harassment, yet all students who have been hurt deserve support. In order to help this process, hurtful behavior may fit on a continuum with the label "rude" at one end, "mean" near the middle and "bullying" at the other end. Rude behavior is defined as purposefully or unintentionally saying or doing something that hurts someone else. Mean behavior is defined as saying or doing something that hurts someone else that appears intentional and has occurred more than once. Bullying/harassment is defined above. The purpose of this continuum is to provide language to help students who have been hurt to better define what has happened.

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## Effects of Harassment

Harassment is disruptive and negatively affects the learning environment. This behavior affects both the target of harassment and those who are witnesses. Harassment may be considered a form of violence. It is important to report any behavior that might be considered harassment.

## Reporting Harassment

Any student who is subject to inappropriate behavior should report this behavior immediately to a teacher or an administrator. The student(s) may also ask a parent to share this information with school officials. Administration or a designee will investigate any reports of inappropriate behavior. When such behavior is reported, administration will take immediate action to provide for a safe campus environment. In cooperation with the target of the harassment, administration will create a plan of intervention to take corrective action to stop the harassing behavior. This plan will include follow up to ensure the behavior has stopped and no retribution or reprisal has occurred.

## Consequences

Students who are found to have engaged in harassing behaviors will be subject to disciplinary consequences. Likely consequences may include a warning, a written contract of behavioral expectations, detention, Saturday School, suspension, or expulsion. Administration will determine the appropriate consequence on an individual basis. Administration will use witnesses, circumstances of the incident, the perceived intent of the student(s) involved, the effect of the incident on others, academic and disciplinary history and all other information related to the incident to determine the appropriate consequences.

## SOCIAL MEDIA

Every student at DCCS is responsible for the content of his/her social media account(s). All posts are subject to the discovery and review by the administration to ensure the safety and well-being of all students at DCCS. Any student who participates in a social media posting or portrayal that threatens or endangers the health, safety, spiritual welfare, emotional well-being, and/or physical well-being of any person will be subject to disciplinary action (see Harassment Policy). Administration reserves the right to determine and take disciplinary action if any social media posting or portrayal is a disruption or threat to the daily teaching, administrative or disciplinary procedures or activities at school or at school-authorized functions or events.

Students and families are prohibited from taking photographs, video recordings or audio recordings of any DCCS employee without explicit permission. Students are further prohibited from any social media posting or portrayal (including any photo, video recording or audio recording) of any DCCS employee without prior explicit approval. Any student who participates in a social media posting or portrayal that the school administration determines is demeaning, malicious, inflammatory or otherwise derogatory toward a DCCS employee will be subject to disciplinary action that may include suspension or expulsion.

Students who are involved in one or more extra-curricular activities at DCCS participate voluntarily and represent DCCS through participation in the activity. In representing DCCS, students agree to take responsibility for the content of their social media accounts and to represent themselves, their activity and their classmates in a manner consistent with the purpose, values, and standards of DCCS through social media. All social media posts are subject to the discovery, review, and monitoring by other members of the activity, the staff leading the activity, and the school administration. If the post of a

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student is deemed inappropriate by the activity staff and/or administration, the student will immediately remove the post(s) and may be subject to disciplinary action. Students involved in an extracurricular activity are responsible for the appropriate representation of the names, logos, uniforms, and other identifying marks associated with DCCS.

## DISCLAIMER OF LIABILITY

Neither the teachers, staff, employees, nor administration of DCCS, shall be liable or responsible for personal injury, which occurs as the result of any student attending the school. Parents/Guardians are responsible to carry insurance that covers personal loss and injury for their child(ren). Additionally, neither the teachers, staff, employees, nor the administration of DCCS shall be liable for loss of any personal property owned by any student, parent or guardian because of the student attending school. The student or parent/guardian shall purchase and maintain sufficient coverage to guard against loss of personal property.

## DRESS STANDARDS

Appearance has an impact on attitudes and behaviors, and research indicates that it is ranked second only to communication in terms of qualities associated with professionalism. As part of our on-going commitment to prepare students for college and a Christian life of purpose, service, and leadership in a global society, Dream City Christian School has adopted the following standards of school dress to promote a positive learning environment and to teach the importance of context when dressing for a specific purpose or occasion. In general, clothing and accessories should be tasteful and may not reference or promote any person, object, message, saying, or slogan that is contrary to the mission and values of Dream City Christian School. If there is any question that an item may be inappropriate for dress, it should not be worn.

Students should be well groomed and dressed neatly for school. Clothing and accessories should reflect respect for the school community and the education process and may not reference or promote any person, object, message, saying, or slogan that is contrary to the purpose, values, and standards of Dream City Christian School.

- Clothing and accessories may not reference alcohol, tobacco, drugs or gangs.
- Spikes, rivets, or demonic-type depictions on any clothing, jewelry or accessories are not permitted.
- Clothing may not be excessively over-sized, baggy/saggy or sloppy in appearance.
- Hairstyles (including facial hair) must not be extreme (as determined by administration) and should reflect careful grooming; hair must be clean with no ill-groomed or distracting styles or colors (colors should reflect natural hair colors). The school administration reserves the right to require a student to change a hairstyle, groom facial hair, or change a hair color at any time the hairstyle, color, length or grooming is considered inappropriate for school.
- Printed messages on the backside of shorts or pants are not permitted.

DCCS requires all students adhere to the prescribed standards of dress and appearance, as well as a uniform policy. These guidelines emphasize cleanliness, modesty, and neatness. The standard of dress is applicable every school day and at all school functions including but not limited to field trips, athletic events and extra-curricular programs of which they are participating.

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## Consequences for Dress Standards Violations K-12 (Per Semester)

- **First Violation:** Warning is given to the student and parent is called to bring a change of clothes. If available, student may opt to borrow or purchase a uniform (depends on availability of size). If the student borrows a uniform, MS/HS student's cell phone will be held until the uniform is returned.
- **Second Violation:** Parent is called to bring a change of clothes. If available, student may opt to borrow or purchase a uniform. (depends on availability of size). If the student borrows a uniform, MS/HS student's cell phone will be held until the uniform is returned. MS/HS students may be given an after-school detention.
- **Third Violation:** Parent is called to bring a change of clothes. If available, student may opt to borrow or purchase a uniform (depends on availability of size). If the student borrows a uniform, MS/HS student's cell phone will be held until the uniform is returned. The parent and student will meet with their principal. Multiple after school detentions will be discussed.

# Standards of Dress Dream City Christian School

## Approved Vendor

To purchase uniforms, please go to our school website, "Info" drop-down menu to "Uniforms". **The only approved colors are those represented on the official DCCS uniform website unless otherwise noted.** Sample sizes are available to try on (website purchases only) at Cleats Sports located at 5115 W Bell Rd, Glendale.

## Shirts: DCCS Crew Neck T-Shirts and Polos

- A DCCS polo (collared shirt only) will be worn on Chapel days
- **Will have an academic DCCS logo on left side of shirt**
- No college shirts
- No other ministry or Christian shirts
- Cannot be excessively tight fitting for males or females
- Cannot be short in length
- Must have sleeves
- Long sleeve shirts worn under DCCS shirt (dark navy, white and dark gray)



**Fridays: High School Students Only:** *Students may wear any shirt that has a DCCS logo. Pants must continue to meet the DCCS dress code which includes no leggings, sweatpants (refer to "Pants and Capris").*

## Outerwear: DCCS Hoodie or Jacket (Solid Color)

While hoodies are permitted, the hood may not be worn during Chapel or in the classroom.

- Hoodies & zip up sweat jackets must be solid in color and have an academic DCCS logo. Spirit wear hoodies are allowed.
- Coats/jackets must be solid in color and have an academic DCCS logo.
- DCCS letterman jacket is acceptable.

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### **Pants and Capris: Khaki (Tan), Black, Dark Navy or Blue Denim Jeans**

- No holes, tears or frays
- Solid in color
- No leggings, tights or jeggings (tights or leggings may only be worn under an appropriate length skirt and must be solid black, navy or white)
- No sweatpants, yoga pants, warm-ups or sweat pant joggers
- No sagging pants

### **Shorts/Skortis Khaki (Tan), Black, Dark Navy or Blue Denim**

- Minimum length: 3 inches above the knee
- Solid in color (no glitter, rhinestones or other embellishments)
- No athletic or board shorts
- No holes, tears or frays

### **Skirts: Khaki (Tan), Black, Dark Navy or Blue Denim**

- Minimum length: 3 inches above the knee
- Solid in color
- No slits
- No excessively tight-fitting skirts

### **P.E: 7th-12th Grade (required) & High School Weights, Team Sports and Dance**

- DCCS approved P.E. uniform – see approved vendor. *For dance, refer to the dance syllabus for appropriate attire*
- Athletic shoes (street shoes are not permitted in the gym)
- PE uniforms may only be worn in PE class.

### **Footwear Types Not Permitted**

#### **K-6:**

No flip flops sandals must have heel strap  
 No high heels  
 No high platforms  
 No pajama or house slippers  
 No wheels

#### **Grades 7-12**

No high heels over 2 inches  
 No high platforms  
 No pajama or house slippers  
 No wheels

### **Teams & Groups**

- Must stay in dress code
- Students may wear their approved team attire on game days and or event days

### **Appearance - Male & Female**

- Tattoos-should be concealed on campus and at any school related activities.
- Hair cut must be natural with no unnatural colors or highlights or styled in a way that could be distracting to the learning environment.

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- Plastic, vinyl or leather clothing is not permitted.
- Ears and nose stud (nose hoops are not acceptable) are the only acceptable body piercings that may be visible on campus or any school related activities.
- Hair should not be so long that it hangs over a student's eyes.
- Hats, head coverings, and bandanas are not permitted in the classroom and Chapel (applies to male and female) unless approved by administration. Hoods may not be worn covering the head or face. Students may wear hats outdoors only during inclement weather provided the message /logo meets the dress standards described for clothing.

### **Males**

- Ear piercings are acceptable at the high school level only: no gauges
- No middle school facial hair
- High school facial hair must be kept clean and neat
- Hair must be above polo collar

### **Accessories**

- Chains of any kind attached or unattached to clothing are not permitted.
- Students must wear hard soled shoes. Bedroom slippers and shower shoes *of any kind* are not permitted (refer to "Footwear"). For conditioning classes, students are required to wear athletic shoes (e.g. running or conditioning shoes) and socks.
- Blankets may not be brought on campus.
- Sunglasses may not be worn in the classroom/buildings.

### **Scheduled Free Dress / Spirit Week Dress Days**

For these special dress days, students will need to abide by the same dress standard policy such as types of pants, shirts shorts, lengths of attire and footwear.

### **School Dance Dress Standards**

While school dress standards apply to all school events, the following guidelines address standards specific to school dances. In addition to the guidelines below, parents and students will receive a more detailed information letter for high school prom. If at any time a student is in violation of dance dress standards, the student will be immediately required to make necessary adjustments so that he/she follows the dress standards. Repeated violations will result in a loss of privilege to attend future dances.

- The length of dresses and skirts must fall at the top of the knee at minimum *even if shorts are worn underneath*.
- Necklines on dresses may not rest below the bust line; no cleavage.
- Backless dresses that rest below the equal height of the belly button are not permitted; no abdomen or torso may be exposed.
- Slits may not extend above the length of fingertips when hands are at the side.
- Any part of the dress comprised of sheer fabric constitutes the exposure of skin and may not be considered to uphold dress standards.
- School dress standards apply at all dances.

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## ATTENDANCE & TARDIES

### Tardy Policy

A tardy will result when a student is not in the classroom at the designated start time of class.

Students arriving to class after the designated start time will receive a tardy in RenWeb. **If a MS/HS student is more than 20 minutes late to class, they will be marked absent. A parent or guardian must sign the student in at the school office.**

### Consequences of Tardiness

#### K-5<sup>th</sup>

Tardy	School Response	Consequence
1 – 2	Teacher will give verbal warning	Verbal warning
3 – 4	Attendance Clerk will contact parent	Email notification sent to parent/guardian
5 – 7	Principal will contact parent and student	Administration and Parent/Guardian Meeting will be set up
8 – 10	Administration will meet with parents and student	Consequences determined by administration

#### 6<sup>th</sup>-12<sup>th</sup>-Per Semester

Tardy	School Response	Consequence
1 – 2	Teacher will give verbal warning	Verbal warning
3 – 4	Parent will be notified of the detention	Lunch or after school detention
5 – 7	Parent will be notified of the detention	Saturday School or other consequence as deemed appropriate by administration
8 – 10	Principal will meet with parents and student	If determined by administration, possible suspension/behavioral contract

### Philosophy of Attendance

Punctual and regular attendance is a shared responsibility between the student and his/her parent/guardian. Regular attendance prepares the student for the world of work and adult responsibilities. DCCS expects all students to attend school, be punctual to school and classes and to bring appropriate materials with them.

### Attendance

Active participation in school activities is essential. It is a parent(s)/guardian(s) responsibility to ensure that students are in school regularly and on time. Please note the following policies concerning student attendance:

- In the event of a student's absence, parents/guardians are required to call the attendance line at 623.561.2000 before 8:00am. Include your child's first and last name, grade, parent's/guardian's name and reason for the absence.
- **Excused Absences:** For unforeseen circumstances, students are given the equivalent days of their absence plus one day to make up any missed work, not including weekends and holidays.

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- **Unexcused Absences:** Students will be required to make up their schoolwork but will not receive full credit.
- **Planned Absence:** We provide ample holidays within the school calendar and request that parents help reinforce good attendance habits with their child(ren). However, should it become necessary for a student to miss school for planned family activities, a written request for absence should be received by the principal at least two weeks in advance. If advance notice is not given the absence may be considered unexcused, as the teacher needs time to prepare your child's homework packet.
- **Medical Absence: To keep from spreading infection, children must be free of vomiting, diarrhea and 100.4 fever for a minimum of 24 hours before returning to school. For the same reason, we ask parents to make immediate pick-up arrangements for their child when notified that he/she is ill. If a student has 100.4 fever or greater, the student will need to be picked up within an hour.**
- DCCS is a closed campus. Students are not permitted to leave the school premises at any time during the school day unless signed out by parent or guardian in the school office. The exception includes seniors that have written permission from their parent/guardian to have lunch off campus at the designated locations listed on the permission form and the internship class form.
- If you wish for your child to go home with another child, please make arrangements prior to the school day. For MS/HS students, you must contact the school office about what time your student will be picked up and who will be picking your student up. K-5th students, please send a written note or email to your child's teacher informing him/her of those arrangements.
- Any student entering school late or leaving and returning during the school day must report to the school office and obtain a pass to gain entrance into the classroom.
- **Kindergarten – 5th Grade students:** After 8:00am, parent/guardian must bring the student to the DCCS school office to receive a tardy pass before they will be admitted to class.
- **6<sup>th</sup> Grade – 12<sup>th</sup> Grade Students:** After 7:45am, student must report to the school office to obtain a tardy pass before being admitted to class.
- If your child is absent, assignments, books, and homework will be sent to the school office to be picked up at dismissal time, if requested by 9:00am.

### **Absences & Tardiness (Excused and Unexcused)**

Parents must call the school office by 8:00am to inform us of your child's illness/absence. The attendance line number is 623-561-2000. Your child's name, grade, parent's name and reason for absence must be given. An absence will remain unexcused until proper notification is given to the school office.

The following examples are **not** viewed as excused absences or excused tardiness by the school.

- Running late
- Overslept
- Traffic (We understand that major accidents are not predictable and will be reviewed on a case-by-case basis.)

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## Extended Illness

Parents are required to notify the school office when they first learn of the possibility of an extended illness. When a student has been absent for three consecutive days, arrangements for schoolwork must be made by contacting your student's teacher(s). The student is responsible for completing all work as per policy unless an otherwise extended date has been designated by their teacher(s).

Parents are discouraged from taking students out of school for family vacation or other events. Every effort should be made to schedule vacations to coincide with school breaks. However, should it be necessary to take your student out of school, the following procedures must be adhered to:

1. Contact your child's principal at least two weeks in advance of any absence.
2. Parents of students K-5<sup>th</sup> will contact their teacher directly for assignments.
3. Students 6<sup>th</sup>-12<sup>th</sup> are responsible for obtaining their assignments by contacting their teachers and through RenWeb.
4. All assignments are due upon first day returning to school.

**Excessive absences resulting in the loss of 25% or more of instructional time may result in retention of a student.**

## TECHNOLOGY AND ELECTRONIC DEVICE ACCEPTABLE USE POLICY

### Student's Use of Dream City Christian School's Technology

#### Purpose of this Policy

Technology is defined as all the equipment, support sources (i.e. internet), and activities that will enhance students' learning through:

- Providing a wealth of additional resources for reference, research, and presentation
- Consulting with experts in a variety of fields
- Communicating with other students and individuals in content study areas, and learning to conduct searches, evaluate resources, and locate relevant materials

DCCS understands that mobile electronic devices are tools that can be used to expand its students' learning opportunities. Electronic devices open limitless possibilities; users may go virtually anywhere and interact with anyone. With this opportunity comes responsibility. This policy will outline what behavior is expected of students when using technology at DCCS with guidelines on what is and is not acceptable. Students and their parent(s)/guardian(s) should carefully read over this policy and fully understand it before using any DCCS computers, networks or systems.

#### Privacy

There can be no expectation of privacy while using DCCS provided computers, systems, networks, or internet access. DCCS reserves the right to audit and monitor all networks and systems at any time to maintain the security of our data, compliance with any federal, state, or local regulations, as well as to ensure that students are appropriately using the technology that is available to them and are following this policy and the Parent/Student Handbook. All data on our networks and systems, whether stored or in transit, may be monitored or accessed at any time and may be archived indefinitely without notice. System and device monitoring, reporting, archiving and backups may be performed by a third-party such as contracted technology service providers whom may have incidental access to the data.

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*Isaiah 40:31 (NIV)*

## Personal Use

The technology that is made available for students to use by DCCS is only to be used in the pursuit of education and may not be used for any personal use. The use of school devices, network or internet for personal gain, profit, commercial advertising or political lobbying is strictly prohibited.

## Safety & Disclosing Information

Websites can obtain information a user submits to it. Students should not distribute information, such as their home phone number, address, or other sensitive information, to any entity. Students should be very cautious about disclosing any personal information over the internet. No student should ever disclose another student's or faculty member's personal information without his or her consent. Any recording device, including but not limited to video and digital cameras on all electronic devices to take videos or still pictures may not be used to slander, bully, or denigrate any student, visitor, staff member, faculty member, and/or administrator on or off the campus at any time.

Students who access and submit content online should act responsibly and show respect for the rights and feelings of others. Gossip, insults, libelous, demeaning, derogatory, obscene, threatening, or harassing content, submissions, or comments about others, especially students, faculty, staff, administration and the school are strictly prohibited.

***See Harassment policy in this handbook under Discipline.***

## Etiquette

As a rule, one should never say something through electronic means of communication he/she would not say in person. In addition, personal or highly charged exchanges are best handled in person. Generally, any mode of communication used on an electronic device should be reserved for the exchange of information and not for emotional correspondence. Anonymous e-mail or electronic correspondence of any kind is prohibited. Remember that when a student engages in modes of electronic communication he or she is acting as an ambassador of DCCS. Correspondence should be courteous and appropriate.

## Maintaining DCCS' Electronics

All students are expected to treat school electronics and lab work areas as if they personally owned it. This includes but is not limited to keeping devices and workstations clean, making sure wireless devices are properly charged, reporting damaged or faulty technology to the teacher and not eating or drinking near electronics.

## Vandalism

All claims of vandalism, whether it be personal or school property, must be reported and will be handled by the administration according to the policies outlined in the Parent / Student Handbook.

## Printing and Copying

Students are not permitted to use any of the campus copiers or printers. Students should submit their work electronically whenever possible.

## Assigned Devices

Students may be assigned a laptop, computer or tablet (now to be referred to as a "device") to use in the classroom. The following is the outlined goal for providing a device to be used in the classroom:

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- Collaboration, creativity and interaction in a classroom environment
- Student organization and productivity
- Test taking and assignment completion
- Access to the internet for research and information

If a device is given to a student for classroom use, the student must follow the same care guidelines listed to ensure devices remain available, secure and functional:

- No food or drink around devices
- Do not use excessive force on devices
- Ensure devices remain clean after use
- Sign out or lock the device when you are away from the device
- Return the device to the teacher before leaving the classroom

Students are responsible for the device while it is in their possession. If the device is broken, vandalized, or tampered with in any way that is not due to normal wear and tear of the device, the student will then be held responsible for the financial cost of replacing the device.

## Unacceptable Use

### Sharing Your Account with Others

Students may be assigned an individual account to access the school network and devices (compared to a generic 'guest' account). Do not share your account password with others, including other students and teachers, as you are responsible for all activity that occurs with your account. This policy also applies to all authentication methods.

### Using Devices without Permission

At no time is it acceptable for a student to use a teacher's electronic device for any use. You may not use any other students' electronic device without permission from that student. Students may not use another person's electronics or property of DCCS to distribute any means of communication, impersonate or perform any other activity that would be deemed inappropriate according to the policies outlined in the Parent/Student Handbook. Students may not alter the configuration of any school-owned electronic device or of devices owned by other students.

### Copyright Infringement

A person may not transmit, copy, or store any copyrighted material, whether electronic or physical, without the express permission of the copyright holder. This includes, but is not limited to, music, video, photos and literary works. Remember, simply citing the author does not necessarily give you permission to use the author's work.

### Installing Unauthorized Programs or Software

Students are not permitted to download or install any software to Dream City Christian School's devices or systems, including but not limited to, shareware, freeware, viruses or other malware, packet sniffers or network monitors or video games. The use of any intentionally harmful programs is strongly prohibited and will be dealt with seriously.

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## Other Actions to Avoid

- Impersonating others
- Illegal activities including, but not limited to, copyright, patent or other intellectual property infringement
- Sending harassing, obscene, threatening, defamatory, fraudulent or discriminatory messages or images
- Accessing, downloading, printing or storing any sexually explicit content
- Downloading or transmitting anything contrary to the beliefs, values and practices of DCCS
- Hacking, modifying or otherwise exploiting DCCS' network to disrupt the computer network or to gain access to restricted systems or files
- Circumventing security procedures or policies, including internet filtering

## Privileges

The use of technology at Dream City Christian School is a privilege, not a right. The use of the internet and other associated network access is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges. Administration will deem what is inappropriate use and their decision is final. In addition, the system administrators may deny access at any time as required and deemed appropriate.

Use of DCCS technology resources must be in support of curriculum and research and consistent with the purposes, Mission Statement and values of DCCS. Should a student act in any manner inconsistent with the values of DCCS as outlined in the Parent/Student Handbook, the student will then enter the cycle of discipline as described in the same handbook.

Use of the DCCS network and its related computer facilities is a privilege afforded to members of the school community. Therefore, the school provides a set of guidelines for security and acceptable use. The administration and/or the superintendent when appropriate will handle violations of these guidelines.

## Disclaimer

DCCS will not be responsible for any damages suffered, including loss of device or loss of data resulting from delays, non-deliveries, service interruptions, or inaccurate information. The individual operating the electronic device accepts personal responsibility for any information obtained via the Internet or other electronic sources. The individual operating the electronic device accepts personal responsibility for actions on the Internet and on the school network.

**Electronic devices are defined as follows:** cell phone, ear buds, tablet, smart watch, digital camera and any device that can access the internet and upload videos/pictures.

## DREAM CITY CHRISTIAN SCHOOL'S POLICY ON STUDENTS' PERSONAL ELECTRONIC DEVICES

**K-5<sup>th</sup>:** Electronic devices are not permitted on campus.

**6<sup>th</sup>-8<sup>th</sup>:** If students bring their cell phones (electronic devices) on campus, **the only time they may have access to their devices is before and after school.** All electronic devices are prohibited from

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use during classroom time. **Once a student enters the classroom, electronic devices must be turned off and placed in the cell phone organizer. No exceptions.**

### **DCCS High School's Policy of Students' Non-Use of Personal Electronic Devices During Classroom Time, Chapel, Pep Rallies, Assemblies and Other School Events:**

- All electronic devices are prohibited from use during classroom time. Once a student enters the classroom, electronic devices must be turned off and placed in the cell phone organizer. No exceptions.
- Parents may not contact their child via text or phone call during class hours. Please call the school office who will then contact the student. Your support is appreciated.
- Electronic devices are not to be used in locker rooms or bathrooms at any time.
- Reasonable suspicion of inappropriate pictures is enough to search and possibly be seized by administration (administration reserves the right to determine what is inappropriate).

***Any exceptions to this policy must be approved by administration.***

### **High School Disciplinary Action Due to a Violation of the Policy:**

- **1<sup>st</sup> Violation (Warning):** The **first time** the student is seen with their phone in the classroom, the cell phone/smart watch is taken; the student can pick it up in the office after school and discipline steps for a minor violation will be logged in Renweb and parents notified
- **2<sup>nd</sup> Violation:** If the electronic device is taken a second time, the violation will be logged in Renweb and the parent will have to pick up the device from the office after school.
- **3<sup>rd</sup> Violation:** If the electronic device is taken a **third time**, the violation will be logged in Renweb, the student will receive 2 detentions, and parent may pick up electronic device at the office.
- **4<sup>th</sup> Violation:** This will result in a conference with parents and cell phone usage restricted or revoked.

***Please note:*** *If a student uses another student's device, both students are in violation of this policy and are subject to the above consequences. If the device is confiscated at any time, and it is found to have unacceptable media (music lyrics, videos, photos), further disciplinary action may result. Upon confiscation, the student will open the device for search.*

### **High School Students' Use of Personal Electronic Devices During Non-Classroom Hours**

The acceptable use of personal devices during non-classroom time are before school, break, lunch, passing periods and after school. Electronic devices are not to be used in locker rooms or bathrooms at any time.

*Any situation that arises concerning the use of electronic devices not covered in this policy will be referred to the administration for clarification. This includes the possible access of inappropriate material, websites, etc. DCCS reserve the right to access the device as deemed necessary.*

## **SEARCH AND SEIZURE**

If there is probable cause to believe that evidence of a violation of school rules is contained in any desk, locker, backpack, cell phone, camera, or any other electronic device, a search may be conducted by administration to maintain the safety and welfare of all students.

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## SECURITY CAMERAS

DCCS cares for the safety and welfare of our students and staff. To assist administrators in detecting and deterring unacceptable behavior or activities, and to provide a historical record to assist in investigation, security cameras are installed to monitor school/church property. All recorded images are property of Dream City Christian School. Cameras do not monitor the inside of locker/change rooms or restrooms.

## VISTORS ON CAMPUS

Campus visits are restricted to those with school business. Guests are welcome to attend events during school hours. All visitors who come on school campus must sign in/out (with the exception of attending chapel) and obtain a visitor's badge at the school office. You will be asked to leave your keys or driver's license. Items brought to a student during the school day must be labeled and brought to the school office. In order to not to disrupt the teaching time, please have arrangements made for lunch prior to the start of school with your child and or teacher. Additionally, DCCS reserves the right to prohibit a child from leaving with any adult who appears to be unable to safely care for or transport the child. In some cases, for the safety of our students DCCS may need to contact legal authorities.

## SCHOOL VOLUNTEERS

DCCS recognizes that volunteers provide valuable assistance to instructional programs, to school personnel and to students' educational enrichment opportunities. The school encourages volunteer participation by individuals in classrooms, preparation for and during events, on field trips and various other activities.

Any volunteer, which includes volunteer coaches, parents and persons assisting in the classroom, and others who regularly supervise students or minors at DCCS etc., will need to fill out the Volunteer Application. which includes a Volunteer Disclosure Form. Potential volunteers will also need to obtain a DCCS Background Screening form from the school office or a fingerprint card check through DPS. There is a fee for processing the DCCS Background Screening form. This clearance is good for one year.

The principal will consult with the superintendent as necessary to resolve uncertainties regarding the results of the fingerprinting process. Should undesirable results be returned, the principal and the school board reserve the right to ask the volunteer to refrain from working directly with children. Volunteers may begin once the paperwork is complete and the fingerprint results have come back clear. Volunteers will need to sign-in/out in at the school office.

## LUNCHES

- Students may bring their lunch to school. Parents who wish to purchase lunch for their child through the school should contact our food services coordinator for the most current details.
- Please ensure that lunches sent from home contain nutritious well-balanced items. Some students have food allergies, so we ask that students do not trade items from their lunches.
- Parents dropping off lunches in the school office must make prior arrangements with their child to pick up their lunch in the office before the start of school. This is to not disrupt teaching time.
- Students or parents may not personally order delivery lunches such as "Uber Eats".

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## CLASSROOM GUIDELINES – FOOD AND DRINK

Food and drink are not allowed in the classroom unless approved by administration. Water bottles are acceptable.

### K-12 DCCS Parent Agreement Signature/Policy

The online parent signature for the K-12 Parent/Student Policy Agreement is part of the enrollment/re-enrollment process. Parents are encouraged to review the items below with your middle school/high school student(s) as they are required to sign the same agreement form in class. These will be kept on file in the school office. Signatures indicate that parents and MS/HS students have read, agree and will abide by the following:

## PARENT/STUDENT HANDBOOK

### THE HONOR CODE ALWAYS APPLIES

All DCCS students are expected to abide by the honor code. Always **assume the honor code is in effect**. Whether openly stated or not, the principles and policies of the honor code are continually applicable.

Furthermore, the family agrees:

- To respect the core values, Honor Code, and Statement of Faith at DCCS.
- The family agrees to support the policies, procedures, staff and administration of DCCS.
- We will not make any negative comments that could possibly destroy the ministry, reputation, or unity of DCCS.
- In order to carefully determine to use the “Matthew 18” Principle of reconciling differences by first conferring with most immediate staff member related to the incident in question, and then only pursuing the proper progressive chain of authority when matters are not acceptably resolved.

### EMERGENCY PLANNING NOTIFICATION

The safety and security of our students is our highest priority. DCCS regularly plans and practices to ensure we are prepared for emergencies.

**What happens during an emergency?** During an emergency, school administrators will secure the campus in what is called a lockdown. Classroom doors are locked, gates to the campus are closed and locked, and no one is permitted to enter or exit the campus until school administrators give the all-clear signal. If there is immediate danger, teachers will stop lessons, close window blinds, turn off lights and direct students to the most secure area of the classroom or building. School personnel work closely with public safety officials during emergencies.

**Students may be kept on campus.** In the event of immediate danger to health and safety on or in proximity to campus, public safety officials may direct the school to keep students on campus, even after school hours, until the all-clear signal is given.

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If such an emergency occurs, students will be released only to an adult who has been identified as a parent, guardian or emergency contact on your student's emergency paperwork. It is important that you complete this card at the beginning of every school year and update it as needed.

**Students may be relocated off campus.** An emergency may require students to be relocated to a different location. Updated information by telephone dialer, email and text messaging will apprise parents of the relocation site.

**What to do if your child is kept on campus during an emergency.**

1. In order to keep phone lines free for emergency use, **do not call the school.** Information will be provided on the school website, by telephone dialers, email and/or text message and possibly through the news media. This will include information on when and where to pick up your student.
2. If you speak with your student on a cell phone, remind them of the importance of following the directions of their teachers and public safety officials.

We strongly encourage you to check and update your student's emergency paperwork and school year medication record with a list of authorized contacts, health conditions and medications needed.

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# High School

## Student Guidelines

2021 – 2022

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## HIGH SCHOOL EXPECTATIONS

### DRIVING AND PARKING REGULATIONS

Campus safety is important to us. To ensure safe and orderly conduct of the school's parking lot, we ask that students follow these guidelines:

- Students that drive to school may only park in the back parking lot behind the gym, Students may not park in front of the school or side parking lot.
- Pedestrians always have the right of way.
- The speed limit in the parking lot is not to exceed five miles per hour.
- Students are not to park in the designated visitors parking spaces.
- Students may not drive their vehicle on campus grounds.
- Students are not to go to their cars during school hours without permission and must supervised by an adult.
- Driving in a manner that is deemed unsafe or hazardous by DCCS staff will result in suspension from driving privileges on campus or church property.
- Students park at their own risk. DCCS is not responsible for theft or damage to vehicles or items left in a vehicle.
- Students are encouraged to always lock their cars.

#### Personal Items

DCCS is not responsible for any money or personal items (e.g., electronic devices) that may be lost or stolen. Students bring personal items to school at their own risk.

#### Technology Guidelines for Personal Devices

Refer to the "Technology & Electronic Device Acceptable Use Policy" in this handbook.

### STANDARDIZED TESTING

DCCS believes that every student can and should make measurable academic progress each year. While this progress might look different for each child, our commitment to excellence demands accountability from parents, students and staff. One way we choose to hold ourselves accountable to this standard is by participating in standardized testing such as **Iowa Assessments Test, Pre-ACT and PSAT/NMSQT**.

#### Iowa Assessments Test

This standards-based test provides educators and the public with valuable information regarding the progress of Arizona's students towards mastering Arizona's reading, writing, mathematics and Bible standards.

#### Preliminary SAT, National Merit Scholarship Qualifying Test (PSAT/NMSQT)

This test is typically administered to all sophomores and juniors each October. DCCS uses these scores to track student progress and identify individualized areas of strength and weakness for each student. This test also provides additional practice for the SAT and may qualify juniors for National Merit Scholarships. Students take these tests are on a voluntary basis.

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## ACADEMIC EXPECTATIONS

Within the general curriculum, academic assessment of students takes place in a variety of ways. DCCS/Early College teachers understand not all students access content in the same ways and strive to differentiate not only their instruction but their assessment of learning. Methods of assessment include but are not limited to numerical scores on students' work, project portfolios and final exams.

Student grades are officially recorded for transcript purposes at the end of each semester with progress reports being available via RenWeb at any time throughout the school year. DCCS uses traditional letter grades to represent academic growth.

## STANDARDIZED TESTING/ SCHOOL ASSESSMENTS

- Annual Norm Referenced Exam; Iowa Assessment
- Students will take the American Civics Exam between grades 8<sup>th</sup>-12<sup>th</sup>.

### DREAM CITY CHRISTIAN HIGH SCHOOL GRADUATION REQUIREMENTS ARIZONA UNIVERSITY ENTRANCE REQUIREMENTS

*Students needing an alternative graduation plan will meet with the principal and academic advisor.*

Curriculum Area	Schools Graduation Requirements	Arizona University Entrance Requirements
English	4 credits	4 credits See course description book or counselor for senior level courses that meet the university entrance requirements.
Math	4 credits	4 credits Students must complete coursework through the pre-calculus level.
Science	3 credits	3 lab science credits Must include at least three of the four areas: chemistry, physics, earth and biological sciences. Refer to specific course description for courses that meet university entrance requirements for each area.
Social Studies	3 credits	2 credits
Theology	4 credits	0 credit
Fine Arts/CTE	2 credit (any combination)	1 CTE or fine arts credit Students must complete one credit of fine arts from the following areas: music, art, theater, or dance, <b>OR</b> one credit of CTE from the same program area.

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		Refer to course description book for courses that meet this university entrance requirement
Electives	5 credits	0 credit
Modern Language	2 credits	2 credits Students must complete two years of the same language.
<b>Total Credits Required</b>	<b>27 credits</b>	<b>16 credits</b>

SAT or ACT exam may be required. Contact the college or university of your choice for specific entrance requirements, including GPA, rank or test scores.

Students are required to earn no less than **2 credits** in the following subject areas:

- **English** (4 credits) – This requirement will be met by completing one credit each of English I, English II, English III, and English IV or ELL English. English 101 and English 102 may also be used to satisfy the requirement for English IV.
- **Social Studies** (3 credits) – This requirement will be met by completing one credit of World Studies, one credit of American/Arizona History, one-half credit of Economics and one-half credit of American/Arizona Government. The district Economics requirement may be met from other content area courses as listed in the Course Description Book.
- **Math** (4 credits) – This requirement will be met by earning four credits in math, one of which must be algebra II or algebraic functions.
- **Science** (3 credits) – This requirement will be met by earning three credits in science, all of which must be Lab Sciences.
- **Career and Technical Education (CTE) or Fine Arts** (2 credits) – This requirement will be met by completing credits in either CTE or Fine Arts.
- **Theology** (4 credits) – This requirement will be met by successfully completing 4 credits of theology courses at DCCS. Any transferring student will only be required to have one credit for each year they have been enrolled at DCCS.
- **Modern Language** (2 credits) – This requirement will be met by successfully completing two credits of modern language in the same language.
- **Electives** (5 credits) – This requirement will be met by successfully completing any five credits of elective course offerings. A maximum of one unit of elective credit will be allowed for P.E, teacher aide, library assistant, office assistant and other programs of this type.

## NATIONAL COLLEGIATE ATHLETIC ASSOCIATION – NCAA

Please check with the NCAA campus advisor for information regarding NCAA academic requirements or visit [www.eligibilitycenter.com](http://www.eligibilitycenter.com).

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## Dream City Christian School's 4-Year General Studies (Sample)

Freshmen Year	Sophomore Year	Junior Year	Senior Year
English	English	English	English
Science	Science	Science	Math
Math	Math	Math	Social Studies
Physical Education/Health	Social Studies	Social Studies	Elective
Modern Language	Modern Language	Elective/Fine Arts-CTE	Elective
Theology	Elective/Fine Arts	Elective	Elective
Elective	Theology	Theology	Theology

### Open Hours

Students are required to attend classes on a full-time basis throughout their high school career. Assuming that senior students meet the requirements for graduation, they may be excused early or start the school day late (see our students signing in/out policy).

### Career Resources

Our academic advisor is available to provide information to help students make wise and mature decisions about their futures. Information and assistance are provided in the following areas: career information, college entrance requirements, trade and technical school options, financial aid resources, military contacts with recruitment personnel, special programs and youth employment opportunities.

## DUAL ENROLLMENT



### Dual Enrollment through Dream City Christian School Early College

Grand Canyon University and DCCS have designed a cooperative program that allows students to earn both high school and college credits. This program is known as Dream City Christian School Early College program. These classes are held on the high school campus or online as part of the regular school day. **Dual credit classes will only be offered on campus if a qualified teacher is available.** If students are to receive college credit, they must register and pay discounted college tuition through Grand Canyon University. Upon successful completion of these courses, students may transfer the credits to other colleges or universities. Other in-state universities accept all credits. Students should check transferability of their courses to in-state universities by visiting: [www.aztransfer.com](http://www.aztransfer.com). Acceptance and applicability of transfer credits by out-of-state universities varies by institution.

**Courses that may be offered for dual credit include:**

**Dual Enrollment Courses Offered on DCCS Early College Campus**

[https://www.gcu.edu/Documents/16GTR0179-DualEnrCrsList\\_V3.pdf](https://www.gcu.edu/Documents/16GTR0179-DualEnrCrsList_V3.pdf)

**Additional Dual Enrollment Courses Offered Online Through Grand Canyon University**

[https://www.gcu.edu/Documents/16GTR0178-DualEnrCrsList-Online\\_FINAL\[1\]\(0\).pdf](https://www.gcu.edu/Documents/16GTR0178-DualEnrCrsList-Online_FINAL[1](0).pdf)

**Please check with the academic advisor office for opportunities additional dual enrollment courses offered through various universities.**

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## Additional Opportunities

### West-Mec

West-MEC is a unique public-school district that focuses on hands-on learning, leadership development training and industry certification to help prepare today's students for tomorrow's careers. It all started with an idea to help students acquire the skills needed to be successful in their future. Since 2003, West-MEC has grown significantly providing career and technical education across the Phoenix west valley. Visit <http://west-mec.org/>, or see the academic advisor for additional information.

### STEM (Science, Technology, Engineering, Math)

STEM program will provide a blended-learning environment with project-based lessons for in-school, after-school and summer bridge programs. Throughout the academic year, nine core technologies essential to the development of the engineering and design process will be explored. Core technologies are used as the basic building blocks in technology innovation and the collaborative research projects. These technologies include: Bio, Electrical, Electronics, Fluid, Materials, Mechanical, Optical, Structural and Thermal. Students learn that STEM coursework is not necessarily restricted to engineering, but a general concept applicable to all walks of life.

Effective STEM curriculum and instruction strengthens student understanding by providing design challenges related to real world issues. By incorporating various components that inspire entrepreneurship through; digital citizenship; coding and programming; electronics; robotics; digital story telling; 3D printing; aeronautical challenges; and engineering technology, students explore and address real social, economic and environmental problems and seek solutions.

## Leadership Program

### Honors Program

- The high school honors curriculum is designed to provide academic acceleration and enrichment for the ambitious student. Therefore, honors classes are given a higher academic weight than standard classes. It is required that students maintain a "B" or better to continue in the honors sequence. Students who obtain a teacher recommendation and receive a grade of 85% or higher in a pre-requisite class may be considered for entrance in the honors class. The student must receive an 80% or higher to remain in the honors class. *Please be aware that many universities will unweight grades for admission purposes.*
- DCCS high school students are afforded a unique course study in leadership through programs like Chick-fil-A Leadership Academy and mission trips. These learning opportunities equip students with the necessary skills to create market-based solutions to social problems that may transform them into proactive leaders for the future. Students who successfully complete the program are provided a leadership endorsement on their diplomas signifying to area businesses that they have both the hard and soft skills necessary to be a successful contributing leader in our community.

## TRANSFER STUDENTS

Transfer students who plan to graduate from DCCS will be held responsible for graduation requirements. Coursework completed outside of DCCS will be evaluated to determine if credit will be

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awarded. To receive a DCCS diploma, a transfer student must meet graduation requirements and have earned seven credits at DCCS. Students who transfer in the final semester of their senior year must earn a minimum of 3.5 credits. Honors courses taken in another district must correlate with DCCS honors courses for weighted credit to be awarded.

## COURSE FEES AND ACTIVITY EXPENSES

Please see course descriptions for specific course fees and activity expense information. Fundraising and donations may help defray the cost of participating in extracurricular activities.

## GRADING

Students attending Dream City Christian School Early College will be assessed using the following grading scales. Students must abide by the Academic misconduct and cheating policy as outlined in the Parent/Student Agreement Policy.

<u>Grading Scale</u>	<u>GPA</u>	<u>Weighted GPA</u>
90-100 = A	A = 4.0	A = 5.0
80-89 = B	B = 3.0	B = 4.0
70-79 = C	C = 2.0 / P	C = 3.0
60-69 = D	D = 1.0	D = 1.0
59-0 = F	F = No credit	F = No Credit
Pass/Fail	N/A	Credit/No Credit

## WEIGHTED COURSES

Courses that have weighted grades are indicated in the description of the course. Weighted grades are assigned to classes that are significantly more rigorous and provide students with multiple opportunities to take greater ownership of their learning. Grades in these courses are weighted as follows: A = 5.0, B = 4.0, C = 3.0. Grades of "D" are not weighted. **Please be aware that many universities will unweight grades for admission purpose.** Weighted courses taken in another district must correlate with the DCCS weighted courses for weighted credit to be awarded.

## GRADUATION

### VALEDICTORIAN/SALUTATORIAN SELECTION

To give all students an equal opportunity to become their school's valedictorian or salutatorian, Dream City Christian School will use the following guidelines:

- Only students in the top 5% of the graduating class will compete for the position of valedictorian and salutatorian.
- The valedictorian or salutatorian candidate will not have a grade lower than a "C" in any subject.
- Mid-year graduates will not be eligible for the valedictorian or salutatorian position.
- The valedictorian or salutatorian must have taken a minimum of 17 credits at DCCS.

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- Students who have been suspended during their senior year will not be allowed to speak at graduation.

### **CUM LAUDE, MAGNA CUM LAUDE, AND SUMMA CUM LAUDE 2023**

Beginning with the graduating class of 2023, in replacement of the valedictorian / salutatorian, DCCS will acknowledge the academic achievement of our students, we will honor students who have attained academic excellence as reflected by their weighted cumulative Grade Point Average (GPA) over their four years in high school. In this endeavor, we will use the following distinctions:

- Cum Laude (with distinction) – Those students who have earned a GPA of 3.5-3.75 will be honored at graduation with this distinction and will receive a gold cord.
- Magna Cum Laude (with high distinction) - Those students who have earned a GPA of 3.76-4.0 will be honored at graduation with this distinction and will receive a gold stole.
- Summa Cum Laude (with highest distinction) - Those students who have earned a GPA above 4.0 will be honored at graduation with this distinction and will receive a medallion.

Please note: With respect to a student's GPA, physical education, sports and any courses that are taken on a pass/fail basis will not be factored for the student's GPA.

### **EARLY GRADUATION**

Students who meet the current graduation requirements at the end of the sixth or seventh semester are eligible to graduate. These students will receive their diploma at the end of the school year and may participate in graduation ceremonies at that time.

### **GRADUATION DEFICIENCIES**

Any seniors with deficiencies at the end of their eighth semester must complete all course work prior to September 1st to receive a diploma from the previous scheduled cohort. Students who fail to meet graduation requirements at the end of eight semesters of attendance will be permitted to continue in school and carry a course load that permits them to meet graduation requirements the following year. Students who fail to meet graduation requirements will be subject to new requirements that may have been adopted. Students with deficiencies will not be allowed to participate in graduation ceremonies. Students will be given an opportunity up to the age of 20 to fulfill the graduation requirements and receive a DCCS diploma.

### **COLLEGE SCHOLARSHIPS AND FINANCIAL AID**

Specific information regarding college scholarships and financial aid should be obtained from the academic advisor.

#### **Community Service**

Students must complete 80 hours of community service to graduate. Students should complete 20 hours each year. Hours will be prorated for transfer students. These hours of community service must be served at approved organizations (check with administration prior to community service to see if it

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is approved). Hours for school clubs and organizations, DCCS Serve Days, and or family business will not qualify as hours toward graduation. Hours will be submitted to their academic advisor through “Mobile Serve.”

### **Failed Courses**

Students who fail a required course must meet with their academic advisor and make immediate plans to satisfy the failed course requirement. Seniors who fail a required first semester course must complete an approved equivalent course by May 1 to walk at graduation. Seniors who fail a required second semester will not walk with their class at graduation. Once the course has been completed, the student may walk in the following year’s graduation.

### **Academic Probation**

A student may be placed on academic probation at the discretion of the administration when a student is not on track to graduate. The administration may ask the student to leave the school when it becomes apparent that the student is not on track to graduate. Criteria for this decision may include course work deficiencies, lack of effort, and failure to cooperate with authority and school rules.

Some students may be accepted to attend DCCS on academic probation. This is an alert to the student and parents that the student’s academic progress will be monitored, and the student will be expected to apply diligent attention to their academic progress to remain in the school. Students who fail to meet the school’s eligibility requirements will also be placed on academic probation.

### **Academic Recognition**

The purpose of the honor roll is to recognize and encourage achievement. A student achieves honor roll if an unweighted GPA of 3.5 to 3.99 has been earned. A student is named to the principal’s list if an unweighted GPA of 4.0 has been achieved.

Seniors with an unweighted cumulative average GPA of 3.7-3.99 will be honored with a gold cord and a student named to superintendent’s honor roll with a GPA of 4.0 or higher with a white cord at graduation. Note: National Honor Society members will be recognized at graduation with an NHS honor stole in addition to the honor roll cord.

### **National Honor Society**

This group consists of second-semester sophomores, juniors, and seniors who have attained and maintain at least a 3.5 unweighted grade point average. Candidates are also evaluated based on service, leadership and character.

## **GUIDANCE SERVICES**

If you are uncertain about your plans after high school graduation, we suggest you start by having a discussion with our academic advisor. They have resources which will help in your decision making.

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## Schedule Changes

All schedule changes must be coordinated through and approved by the academic advisor. Student and parent must complete a Schedule Change Request Form within seven days of the beginning of the semester. The goal is to have a final class roster by the end of the second week of the semester. Both the teacher and parent must approve withdrawal writing from a course after two weeks in. Students can be moved from honors to regular courses during the school year if it is deemed in the best interest of the student. A student may not move from a regular to an honors course during the school year. Teachers and/or administrators may initiate a student schedule change to improve student placement.

## Transfer Credit

Transfer credits are credits for courses taken outside of DCCS. Credits from another high school will normally be accepted at full value by DCCS for students who transfer in. No GPA credit higher than that offered at DCCS will be calculated for transfer grades. Credits for home-schooling courses will be accepted if the instruction was under the supervision of an accredited institution or curriculum. All courses must be earned through DCCS' campus and/or through approved online learning programs while attending DCCS. Students seeking to earn credits elsewhere may appeal to the DCCS administration for approval. Such appeals are not routinely granted.

## Repeating a Class at Dream City Christian School

Students may repeat a course for credit only if the student has previously received a "D" or "F" in a course. In the case where a student needs to retake a class due to failure, the following conditions will be applied:

- Students who have never taken the class before are given priority in scheduling. A student would be allowed into the class a second time only if the class size is acceptable, as determined by a conference between the teacher and administrator. Final decisions regarding entrance to a class will be made by the administration.
- Students will only receive credit for the classes they pass. Taking the class for the second time does not remove the grade earned the first time from the transcript, only the credits assigned.

## HOMEWORK POLICY

It is the philosophy of DCCS to use homework as a tool to enhance the teaching of subject material presented in the classroom. Homework helps indicate the quality of student understanding and gives feedback to the teacher that will assist in guiding further instruction. Therefore, homework will be assigned to assist in the instructional process. It should not be "busy work." With this philosophy in mind:

- Teachers will provide students with clear expectations of homework assignment. In addition, teachers will regularly post homework assignments on Renweb.
- Students are expected to come to class with homework completed.
- Completed and acceptable homework will be an integral part of the class grade.

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## LATE WORK POLICY

Late work will be accepted with a maximum of:

Due Date	Next Class Period	Following Class Period
Up to 100%	Up to 80%	Up to 60%
	If assignment not turned in	If assignment not turned in it becomes a zero

*Administration reserves the right to extend due dates for pivotal circumstances*

## SENIOR TRIPS

DCCS does not sponsor senior trips. Therefore, any senior trips shall be the sole responsibility of the parents and graduating seniors involved in organizing such an event and shall:

- Be considered an outside, non-school activity and shall be a private venture not in association with the school
- Not be allowed during the operation of a school calendar year
- Not be considered part of the curriculum or activities of the school
- Shall not be part of a fundraiser for on campus or have funds placed in any school account
- Not hold DCCS liable or accountable for any senior trip or events related to such trips

## HIGH SCHOOL EXTRA CURRICULAR ELIGIBILITY TIMELINE

The State Board of Education as mandated by the Arizona State Legislature requires that each school must have in place a “No Pass / No Play” policy. Extracurricular activities include athletics and any clubs, such as fine arts teams, which compete.

### “NO PASS / NO PLAY” RULES

The DCCS “No Pass / No Play” policy requires the following to be eligible to participate in any athletic and/or extra-curricular events:

- A student must have received a passing grade of a 60% (D) or better in all enrolled classes.
- The ineligibility period is a minimum of one week or until the student is passing in all classes.
- Ineligibility is declared on Monday and the student is not able to play or compete in any games or competitions while ineligible although the student is able to practice with permission from the coach.

Any student consistently placed on “No Pass / No Play” may be removed from a team. The coach/advisor will counsel the student on his/her ineligibility.

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## Procedures:

- Monitoring of eligibility will begin in the 1<sup>st</sup> week of each season.
- A list of participants is provided to the athletic director for each sport by the coach.
- Each student receives a warning for the first eligibility violation received for each class. This also applies for each season of sport or extra-curricular activity (Fall, Winter and Spring).
- The athletic director will verify student eligibility, report ineligible students to the athletic department, and inform individual students of their eligibility status at the beginning of each season.
- The athletic director will take a grade check on Monday of each week for any student involved in an athletic sport or extra-curricular activity.
- The athletic director's office will notify coaches, student, teacher and parent if a student is in danger of becoming ineligible for the following week with a grade below a 70%.
- Any student who has not increased their grade to be above a 59% by day of competition will be ineligible for that event. If any student has a grade between 60-69%, eligibility is determined by the coach or sponsor of that sport or activity.
- A letter-notifying parents of their student's ineligibility will be e-mailed on Friday by the athletic office. In addition, an effort will be made by the coach/advisor to contact the parents as well.
- Students may be removed from participation for continuous ineligibility from a sport or activity after their 3<sup>rd</sup> offense.

*If a student misses any classes on a given day, he/she may not participate in any contest or practice scheduled on that day. Exceptions to this include doctor visit or dental appointments and absences which have administrative approval. Please contact the school if you know your child will have such an absence.*

## ATHLETIC SPECTATOR CODE OF CONDUCT

Dream City Christian School Eagles fans are expected to represent DCCS in a manner that is consistent with its purpose and core values. Specifically, Eagles fans are expected to model respect, class, integrity and Christian attitude (1 Peter 7a, "Respect everyone...") as outlined below:

### Respect

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

- Encouraging the Eagles team regardless of the result of their play. Offer positive reinforcement.
- Demonstrating concern for others. Never berate or demean any player or coach 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 all other spectators. Do not insult or fight with other fans. Wait for breaks in the action before leaving or returning to your seat.

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- 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. Do not participate in any negative or demeaning cheers.
- Respect all facilities and use facilities safely and appropriately.

### **Class**

Fans are expected to cheer with class by:

- Being a good sport
- Being gracious in victory and accepting defeat with dignity
- Complementing extraordinary performance
- Showing sincere respect for all competitors/officials

### **Integrity**

Fans are expected to demonstrate integrity by:

- Respecting the integrity and judgment of game officials
- Refraining from the use of profanity, vulgarity and other offensive language, gestures and signs.
- Refraining from possessing or using alcohol, tobacco, vaping, illegal and non-prescriptive drugs (Refer to “Zero Tolerance Policy”)

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# K-8

## Student Guidelines

2021 – 2022

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## K-8 SCHOOL GENERAL GUIDELINES AND EXPECTATIONS

### KINDERGARTEN ENTRANCE AGE

Students registering for kindergarten must be five years of age on or before September 1<sup>st</sup> of the current school year. A child may repeat kindergarten with the parent approval, a teacher's recommendation and the direction of DCCS administration.

### 6<sup>th</sup>-12<sup>th</sup> BELL SCHEDULE

7:45am-3:10pm

(Refer to DCCS school website for complete bell schedule)

### GENERAL INFORMATION FOR DRIVING ON CAMPUS PARKING LOT

For the safety of the children and all persons on the DCCS campus, please adhere to the following:

- Drive slowly in the parking lot. Driving on DCCS property (on campus) is prohibited.
- Speed limit is not to exceed 5 miles per hour.
- Watch for pedestrians.
- Stay off cell phones while driving on DCCS campus.
- When dropping off or picking up students, please park in appropriate spaces.
- Please do not drop off students in the parking lot.
- Do not park and or leave any vehicle along the curb at any time.
- To maintain safety, students will not be released to parents/guardians who appear to be under the influence of controlled substances.

### K-5 DROP-OFF AND PICK-UP PROCEDURES

**Drop-off:** Parents, please escort kindergarten students to and from their classroom. Older students may walk to their classrooms unattended. We value punctuality at DCCS. The playground is not open before school and students on campus before 7:50am will be checked into E-Club. **Students should not be on campus earlier than 7:50am.** All students line up outside their classrooms by 7:55am. A student is tardy for class when he/she is not in the room by 8:00am. Between 8:01am and 8:20, the student must stop by the school office and pick up a tardy slip to enter the classroom. After 8:20 the student must be signed in by a parent.

**Pick-up:** K-5<sup>th</sup> grade students are to be picked up in the "pickup zone" in front of the Worship Center at designated times below.

Color-coded car pick-up signs are issued to each family by the classroom teacher. The sign is to be placed on the vehicle's passenger side visor at pick-up. Families are given two family ID signs. These can be shared with others who may pick up your child.

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**Park & Pick-Up:** Parents who wish to park and pick-up their child should use the designated parking spaces. Parents who park in an undesignated parking space are subject to being towed at their expense.

Parents who choose to park in the parking lot and meet the child on campus may do so. Once you pick up your child, please supervise him or her. Running and throwing balls around campus is not safe and hinders those making their way to the pickup zone. For the safety of students and noise level in the work environment, students may not run and play in lobby area of the administration building.

## 6<sup>th</sup>-8<sup>th</sup> DROP-OFF AND DISMISAL PROCEDURES

**Drop-off:** 6<sup>th</sup>-8<sup>th</sup> students may arrive on campus at 7:35am. We value punctuality at DCCS. All students should be outside their classrooms by 7:40am. A student is tardy for class when he/she is not in the room by 7:45am. After 7:45am, the student must go to the school office and to obtain a tardy slip to enter the classroom.

**Dismissal:** Upon dismissal, middle school students have the following options to remain on campus:

- Sign-in to after-school tutoring with a teacher
- Participate in a seasonal sport or after school club

*6<sup>th</sup>-8<sup>th</sup> students are not allowed to be unsupervised on campus after school.*

## K-8 CELL PHONE POLICY

Dream City Christian School actively promotes a sense of community on campus and is intentional in building an interactive culture between and among faculty and students. Therefore, DCCS chooses to limit the use of personal technology devices while students are on campus. K-8<sup>th</sup> student use of cell phones is not allowed on DCCS campus during school hours. Any visible cell phone during school hours is subject to confiscation.

- **K-5<sup>th</sup>:** Electronic devices are not permitted on campus. students caught with an electronic device on campus must surrender the device to the principal and meet with the principal after school. The parent will need to pick up the phone from the school office. Repeated abuse will result in a parent and student meeting with the principal.
- **Middle school (6<sup>th</sup>-8<sup>th</sup>)** student use of electronic devices is not allowed during school hours. This includes passing periods and lunch time. Middle school students may not have their electronic devices visible during school hours.

### **Action Due to a Violation of the Policy:**

- **1<sup>st</sup> Violation (Warning):** The **first time** the student is seen with their phone in the classroom on campus during school hours, the cell phone/smart watch is taken; the student can pick it up in the office after school and discipline steps for a minor violation will be logged in Renweb and parents notified

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**2<sup>nd</sup> Violation:** If the electronic device is taken a second time, the violation will be logged in Renweb and the parent will have to pick up the device from the office after school.

**3<sup>rd</sup> Violation:** If the electronic device is taken a **third time**, the violation will be logged in Renweb, the student will receive 2 detentions, and parent may pick up electronic device at the office.

**4<sup>th</sup> Violation:** This will result in a conference with parents and cell phone usage restricted or revoked.

**Please note:** *If a student uses another student's device, both students are in violation of this policy and are subject to the above consequences. If the device is confiscated at any time, and it is found to have unacceptable media (music lyrics, videos, photos), further disciplinary action may result. Upon confiscation, the student will open the device for search.*

- **After school/before school:** Students may use electronic devices only outside the classroom.
- In case of an emergency, students must go to the school office to place a telephone call.
- Parents should not contact children via cell phone during school hours but should call the school office who will then contact the student. Parent support of this policy is appreciated.

## REPORT CARDS & PROGRESS REPORTS

Student grades are officially recorded for transcript purposes at the end of each quarter with progress reports being available via RenWeb at any time throughout the school year. DCCS uses traditional letter grades to represent academic growth.

### GRADING SYSTEM FOR GRADES 1 – 2

1. Performance at an ADVANCED level: Performance that is above grade level standards and is clearly exemplary.
2. Performance at GRADE APPROPRIATE level: Student consistently demonstrated achievement at grade level expectations.
3. Performance is BELOW GRADE LEVEL EXPECTATIONS: Student needs assistance. This is an area of concern.

### GRADING SYSTEM FOR GRADES 3 – 8

At DCCS, each student is expected to work to the best of their ability. Report cards are issued four (4) times a year. Letter grades are used on the report card to indicate the level of a student's achievement. These may be interpreted as follows:

**A:** 90 – 100

**B:** 80 – 89

**C:** 70 – 79

**D:** 60 – 69

**F:** 59 – Below

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## STANDARDIZED TESTING / SCHOOL ASSESSMENT

Achievement tests are administered to students in grades 2<sup>nd</sup>-11<sup>th</sup> to help evaluate student progress and the effectiveness of DCCS academic programs. DCCS administers the Iowa Assessment test. Students will take the American Civics Exam between grades 8<sup>th</sup>-12<sup>th</sup>.

## PRINCIPAL'S LIST / HONOR ROLL GRADES 3 – 8

The purpose of honor roll is to recognize achievement and to encourage even greater achievement. Honor roll and principal's list are calculated on "core" subjects only, including math, science, language arts, spelling, Bible and social studies. Students earning a GPA of 3.5 - 3.99 will be placed on the DCCS honor roll. Those students earning a GPA of 4.0 (all A's in all core subject areas) will be placed on the principal's list.

## HOMEWORK POLICY

It is the philosophy of DCCS to use homework as a tool to enhance the teaching of subject material presented in the classroom. Homework helps indicate the quality of student understanding and gives feedback to the teacher that will assist in guiding further instruction. Therefore, homework will be assigned to assist in the instructional process. It should not be "busy work." With this philosophy in mind:

- K-8 teachers provide students with clear expectation of homework assignment. Middle school teachers will also regularly post homework assignments on RenWeb
- Students are expected to come to class with homework/schoolwork completed and on time
- Completed and acceptable homework/schoolwork will be an integral part of the class grade

## UNEXCUSED LATE WORK POLICY

Elementary Late Work will be accepted with a maximum of:

Due Date	Next Day	Two Days Late
Up to 100%	Up to 80%	Up to 60%
	If assignment not turned in	If assignment not turned in it becomes a zero

## 6<sup>th</sup>-8<sup>th</sup> TUTORING

If a student's grade drops below a "C" (69%), they will be required to attend after school tutoring until the grade improves.

Tutoring is available Monday, Tuesday and Thursday from 3:15pm–3:40pm for 6<sup>th</sup>-8<sup>th</sup> students. Students requiring more time than this should arrange tutoring times with their teacher.

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## 6<sup>th</sup>-8<sup>th</sup> ACADEMIC POLICY

Middle school students (grades 6<sup>th</sup>-8<sup>th</sup>) must pass all core subjects (language, writing, math, history, science and Bible) to be promoted to the next grade level.

## PROMOTIONS - KINDERGARTEN AND 8th GRADE

### KINDERGARTEN PROMOTION

Kindergarten students must meet the required number of minutes of attendance and academic requirements in kindergarten to promote to first grade. Daily, punctual attendance is required for all students in kindergarten.

### 8th GRADE PROMOTION

Only those students who demonstrate competency in all classes will be eligible for promotion to high school. The Eagle Award recipient for 8<sup>th</sup> grade will give the 8<sup>th</sup> grade promotion speech.

## AWARDS

### DCCS EAGLE AWARD (8th GRADE)

The Bible verse DCCS bases the criteria for the DCC Eagle Award is Philippians 2:3-5, *“Do nothing out of selfish ambition or vain conceit, but in humility consider others better than yourselves. Each of you should look not only to your own interests, but also to the interests of others. Your attitude should be the same as that of Christ Jesus.”*

An 8<sup>th</sup> grade male and female student may be recognized at the end of the school year for living out and exemplifying the qualities of a servant leader. Nominations are placed by the middle school teachers. However, the final decision is determined by the middle school principal.

### DCCS ACROSTIC AWARDS

**K-6<sup>th</sup>:** At DCCS, it is our mission to train up His children to do His work. We have been blessed with students that choose to accept this call and put into practice the mission of serving others over ourselves on a regular basis. One of our most coveted awards a student can receive is the DCCS Eagle Acrostic Awards, which are awarded to students from each grade level once a month.

The DCCS Acrostic Awards are awarded to students who exhibit the characteristics of the DCCS Eagle’s Acrostic through his/her actions and words. As a school, we want our students to practice daily being the “hands and feet” of Jesus. Nominations are placed by the classroom teacher. The acrostic characteristics are:

**D** – Devoted to Christ – September  
**C** – Caring for others – October  
**C** – Courageous – November

**E** – Excellence in everything – January  
**A** – Always give our best – January  
**G** – God centered – February  
**L** – Live with Integrity – March  
**E** – Esteem others in need – April  
**S** – Servant’s heart – May

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## FIELD TRIPS

Teachers take their students on educational trips throughout the school year. Permission forms are required to secure the parent's participation consent and to satisfy liability consent. When buses are used, students are required to travel to and from the field trip on the bus. Siblings are not permitted to attend field trips. Fingerprint Clearance/Background Screening forms are mandatory for anyone wishing to chaperone a field trip. Fingerprint Clearance/Background Screening forms along with information are available in the school office

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