



**DOMINION CHRISTIAN SCHOOLS  
PARENT & STUDENT HANDBOOK  
2012-2013**

**Please note that past policies and/or procedures  
are not grandfathered.**

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## Handbook Purpose

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As students embark on the exciting journey of educational discovery with DCS, they are invited to use this handbook as a guide to help become acquainted with the school and its policies. Answers to the most frequently asked questions from students and parents are included. If additional information or clarification is needed, the school staff is always available. Students and parents are held accountable for knowing and following all policies outlined herein.

This handbook gives guidelines to be observed by students and parents. However, since the school cannot possibly address all situations and circumstances in this book, the administration reserves the right to exercise its administrative prerogative in responding to new situations or circumstances. The administration also reserves the right to interpret the written policies of this handbook as it sees fit, and to revise these policies when necessary. This handbook is not to be considered as a legal contract in terms of contract law theory.

## Mission Statement

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The mission of Dominion Christian Schools is to glorify God as we prepare students in mind, body, and spirit to meet life's challenges with a Christ-centered Biblical worldview.

## Statement of Faith

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Dominion Christian Schools was founded and functions upon the basic fundamental principles of the Word of God. The following statements of faith and practice are held by every Dominion Christian Schools employee and are acknowledged by each school family.

1. We believe the Bible (defined as the 66 books of the Old and New Testaments), to be the inspired, the only infallible, authoritative, inerrant Word of God (II Timothy 3:15; II Peter 1:21).
2. We believe there is only one God, eternally existent in three persons - Father, Son and Holy Spirit (Genesis 1:1; Matthew 28:29; 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; 7:26), His miracles (John 2:11), His vicarious and atoning death (I Corinthians 15:3; Ephesians 1:7; Hebrew 2:9), His resurrection (John 11:25; I 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 in the absolute necessity of regeneration by the Holy Spirit for salvation because of the exceeding sinfulness of human nature and that men are justified on the single ground of faith in the shed blood of Christ and that only by God's grace and through faith alone we are saved (John 3:16-19; 5:24; Romans 3:23; 5:8-9; Ephesians 2:9-10; Titus 3:5).
5. We believe in the resurrection of both the saved and the lost; they that are saved unto the resurrection of life, and they that are lost unto the resurrection of damnation (John 5:28-29).
6. We believe in the spiritual unity of believers in our Lord Jesus Christ (Romans 8:9; 1 Corinthians 12:12-13; Galatians 3:26-28).
7. We believe in the present ministry of the Holy Spirit by whose indwelling the Christian is enabled to live a godly life (Romans 8:13-14; I Corinthians 3:16; 6:19-20; Ephesians 4:30; 5:18).

# Philosophy of Christian Education

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The educational philosophy of Dominion Christian Schools is based on a God-centered view that all truth is God's truth, and that the Bible is the inspired and the only infallible authoritative Word of God which contains this truth. God created all things and sustains all things. Therefore, the universe and man are dynamically related to God and have the purpose of glorifying Him. Because man is a sinner by nature and choice, he cannot, however, glorify or know God. He can do this only by choosing God's free gift of salvation through His Son, Jesus Christ, thereby committing his life to the Lordship of Jesus Christ.

Our aim socially is to provide a Christian perspective on the total world from which will come a balanced personality and a proper understanding and acceptance of the person's role in life at home, at work, at play and at worship--all grounded in the Christian concept of love.

This philosophy channels our energies to promote high academic standards while helping the students to achieve skills in creative and critical thinking using the best curriculum available. The objective of our instructional program is to enable the student to pursue the post-secondary education of his choosing, whether in college, university, or vocational training areas.

Our responsibility for the student encompasses the spiritual, mental, intellectual, physical, social and emotional areas. These are inseparable, and through them runs the insistent thread of the spiritual. Therefore, it must be our aim to shun the tendency to teach the Bible compartmentally or on the intellectual level alone--the scarlet thread must be woven throughout the total curriculum.

It is apparent, then, that the types of activities we employ or permit in the classroom or school program will either facilitate or militate against our basic philosophy. The spiritual must permeate all areas--else we become textbook oriented rather than student oriented.

This philosophy dictates that we cooperate closely with parents in every phase of the student's development, always offering assistance in understanding the purpose of DCS.

Certain objectives are established in order to implement this philosophy.

- To teach that the Bible is the inspired and only infallible authoritative Word of God, thus developing attitudes of love and respect toward it (II Timothy 3:15-17; II Peter 1:20, 21).
- To provide opportunities for the student to confess Christ as Savior and Lord (Romans 10:9, 10).
- To teach Biblical character qualities and provide opportunities for the student to demonstrate these qualities (I Samuel 1:6, 7; Galatians 5:22, 23).
- To teach the student how to develop the mind of Christ towards godliness (Philippians 2:5; I Timothy 4:7).
- To encourage the student to develop self-discipline and responsibility from God's perspective (I Timothy 4:7; I Corinthians 9:24-27).
- To teach the student the respect for and submission to authority from God's perspective (Romans 13:1-7; Hebrews 13:17; Ephesians 6:1-3).
- To help the student develop a Christian worldview by integrating life and all studies with the Bible (II Peter 1:3).
- To teach the student to hide God's Word in his heart through memorization and meditation (Psalm 119:11; Psalm 1:103).

- To help the student develop his identity in Christ as a unique individual created in the image of God and to attain his fullest potential (Psalm 139:13-16).
- To teach the student to treat everyone with love and respect as unique individuals created in God's image (Philippians 2:1-4; Ephesians 5:21).
- To teach the student how to become a contributing member of his society by realizing his need to serve others (Galatians 5:13; Romans 2:10).
- To teach the student physical fitness, good health habits, and wise use of the body as the temple of God (I Corinthians 6:19, 20).
- To teach the student Biblical attitudes toward material things and his responsibility for using them to God's glory (I Timothy 6:17-19; Matthew 6:19, 20; I Corinthians 10:31).
- To teach the student to understand and use the fundamental processes in communicating and dealing with others [such as reading, writing, speaking, listening and mathematics] (II Corinthians 5:20).
- To teach and encourage the student to use good study skills and habits (II Timothy 2:3-7).
- To teach the student how to research and to reason logically from a Biblical perspective (Hebrews 5:14; Romans 12:2).
- To teach the student good citizenship through an understanding and appreciation of our Christian and American heritages [home, church, and nation] (I Corinthians 10:1; Romans 13:1-7).
- To cooperate closely as servants to the parents in every phase of the student's development, especially as it relates to the school program (Mark 10:45).
- To help the parents to understand the school's purpose and program.
- To assist parents in keeping up with the changing culture and its effect on the home and the implications for their children.
- To encourage parents to realize and shoulder their responsibility for the spiritual, moral and social education of their children (Deuteronomy 6:4-7; Proverbs 22:6).

## Faculty & Staff

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Basic to any school which desires to be a fine academic institution is the need for an outstanding group of faculty members. You cannot have one without the other. As a Christian school, our task becomes two-fold: to achieve academic excellence and to apply God's truths, as recorded in the Scriptures, to all areas of learning. It then is expected that the faculty must not only hold to the truths of the Christian faith, but also be able to articulate them and live them out before their students.

Because we realize the importance of maintaining high academic standards in a true Christian context, we diligently seek out teachers, not only from our local area, but at the national level as well. We are committed to recruit the finest teachers possible and have gathered what we feel is a truly outstanding staff.

Our staff members have close ties with and are in regular attendance to the church of their choice and share in the vision of providing a genuine Christian environment for our students.

Name	Position	E-mail
Allen, Jodi	Band, Office	<a href="mailto:jallen@dominionmail.org">jallen@dominionmail.org</a>
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Gold, Michael	Athletic Director	<a href="mailto:mgold@dominionmail.org">mgold@dominionmail.org</a>
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Peeples, Stella	Guidance Counselor, Science	<a href="mailto:speeples@dominionmail.org">speeples@dominionmail.org</a>
Price, Tricia	Physical Education, Science	<a href="mailto:pprice@dominionmail.org">pprice@dominionmail.org</a>
Rhoads, Kevin	History (chair)	<a href="mailto:krhoads@dominionmail.org">krhoads@dominionmail.org</a>
Schaefer, Meagan	MS History	<a href="mailto:mschaefer@dominionmail.org">mschaefer@dominionmail.org</a>
Schmidt, Chris	MS English	<a href="mailto:cschmidt@dominionmail.org">cschmidt@dominionmail.org</a>
Stansel, Lisa	Director of Admissions	<a href="mailto:lstansel@dominionmail.org">lstansel@dominionmail.org</a>
Vreken, David	Mathematics (chair)	<a href="mailto:dvreken@dominionmail.org">dvreken@dominionmail.org</a>
Whittaker, Chuck	Bible (chair)	<a href="mailto:cwhittaker@dominionmail.org">cwhittaker@dominionmail.org</a>
Worley, Candice	School Nurse	<a href="mailto:cworley@dominionmail.org">cworley@dominionmail.org</a>
Ward, Chris	MS Bible	<a href="mailto:cward@dominionmail.org">cward@dominionmail.org</a>
Funk, Emily	English, Yearbook, Theater	<a href="mailto:efunk@dominionmail.org">efunk@dominionmail.org</a>

## Board of Trustees

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Dominion Christian Schools' Board of Trustees consists of 10 members from a variety of professions and from various evangelical churches in the community. Their purpose is to set broad policies, protect the vision of the school, and plan for future growth.

## Accreditation

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DCS is fully accredited by the Southern Association of Colleges and Schools (SACS) and the Association of Christian Schools International (ACSI). We are also a member of the Georgia Independent School Association (GISA).

## Athletics

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The purpose of athletics at Dominion Christian Schools is to continue to integrate and implement the God-centered educational philosophy of the school to all areas governed by the reign and rule of Christ. Athletics, like academics, is Christ's. "For in Him we live, move, and have our being" (Acts 17:28).

Perhaps in no other area does the opportunity exist to demonstrate Christ-honoring behavior than during the rigors and difficulties experienced through athletic competition. It is first and foremost that by our "good works" men will see Christ and "glorify our Father who is in heaven." Sadly, because of our sinful nature, many Christians have brought much shame and dishonor to the name of Christ in our participation and viewing of athletic competitions. Our involvement in athletics has too often become a vice rather than a virtue. This usually occurs when we place our desire to win over our desire to please and obey the Savior. Christians are commanded that in "whatever they do in word or deed, do all in the name of the Lord Jesus" (Colossians 3:17).

Athletics presents the opportunity to build perseverance, teamwork, self-sacrifice, and godly character, character that can last a lifetime. Athletic competition also presents the opportunity to bring out the worst in us: selfishness, boasting, complaining, disrespect for others, and egocentric, self-serving behavior that so typifies society and professional athletes of our day. Christians are warned and reminded "not to be conformed to the image (thinking) of this world" (Romans 12:1-2), but to honor Christ at all times. At Dominion Christian Schools, we make it our aim to honor Christ at all times and in all things, always remembering that the Lord tells us that "they that honor Me, I will honor."

## Eligibility for Athletics

All students who participate in extra-curricular athletics are first and foremost **student** athletes. Maintaining academic excellence is required and expected of all Dominion students.

Since DCS is a member of the Georgia Independent Schools Association (GISA), our student athletes must meet their eligibility standards. GISA requires that students must receive passing grades ("D" or above) in at least five core classes for a semester, in order to be eligible for athletics the next semester. ("Core" classes are all classes except for teacher's assistant, office assistant, and similar classes. Three of these classes **must** be in English, history, Bible, science, or math.) Students who do not pass five suitable classes (on their semester average) are thus ineligible for the entire next semester of school. Seniors note: this will affect your

second semester of athletic eligibility. If you are taking only four courses in your first semester, you will *not* be eligible for any second semester sports, based on this GISA policy. Seniors who plan on participating in athletics at any time during the second semester thus *must* enroll in (and pass) at least five courses their first semester. Seniors may remain eligible in the second semester if they are only enrolled in four courses the second semester.

In addition to the GISA standards, Dominion has the following eligibility requirements. A student will lose eligibility if he/she falls into either one of these categories, based on the quarterly report card grades:

- If the student's grade average is less than 70 in the five core subjects (Bible, math, science, history, and literature), he/she is ineligible.
- If the student receives two or more failing grades ("F") in any subjects, regardless of the overall average, he/she is ineligible.

Students who fall below the academic requirements will be ineligible, as of the date report cards are mailed, as listed on the school calendar, for participation in any athletic competition or performance until the date of the next mid-term reports (as listed on the school calendar), at which time eligibility will be restored if the student's grades are not in one of the categories listed above. Ineligible students will *not* have eligibility reinstated before the next eligibility date, unless the grades are changed as a result of a mistake on the part of the teacher. Ineligible students may be allowed to continue to attend practices, at the discretion of the Athletic Director. Ineligible students will *not* be allowed to dress out for games, travel with the team to away games, or be dismissed early from classes.

Eligibility dates are noted on the school calendar, and occur approximately every 4½ weeks (at the mid-term reports and the report cards). It is our hope that student academic performance would be enhanced during the sport season rather than hindered. Academic grades received during the fourth quarter (spring) will determine athletic eligibility for the next year's fall sports.

If a student is declared ineligible in the fourth quarter or second semester and wants to regain eligibility for the fall by going to summer school, the following guidelines apply:

- Approval must be secured from the principal.
- Only the course(s) receiving failing grades may be made up in summer school.
- Students whose grade average is below 70, but did not fail two or more classes, must contact the principal for course selection.
- The summer school course must be the same in content, and must be taken through an accredited school or accredited correspondence program. Regular home school work will *not* be counted for this reinstatement of eligibility.
- The final summer school grade will be averaged with the 4<sup>th</sup> quarter grade or semester grade (whichever is appropriate), for the purposes of eligibility only. (Both grades will be recorded on permanent transcripts.)
- The recomputed 4<sup>th</sup> quarter grade average must still be 70 or above for eligibility.

Athletes who leave school early are responsible for contacting in advance the teachers whose classes they will miss, and making arrangements for missed work. All assignments are to be turned in before the students leave school. Tests are to be taken no later than the next school day, unless other arrangements have been made with the teacher *ahead of time*. It is not the teacher's responsibility to go to the student athlete, either to arrange make-up work or to collect assignments; it is the student athlete's responsibility to initiate these arrangements.

Students arriving to school late or leaving school early may not participate in any athletic activity that day if they have missed four or more full class periods. Seniors who do not have a full day of classes must be present for at least half of their classes.

## Attendance

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The entire process of education requires a regular continuity of instruction, classroom participation, learning experiences, and study to achieve the goal of maximum educational benefit for each student. All DCS students are expected to be in class and on time daily.

### Policies & Practices

- If a student is marked “absent” from homeroom, an e-mail notice will be sent to the parents as early as is practical that morning, to help maintain accountability for student attendance. Students might be marked “absent” from homeroom for various reasons:
- The student is absent due to illness or other legitimate reason
- The student was present, but forgot to check in with the homeroom teacher
- The student arrived at school after the homeroom check-in time
- The student has left school without permission
- The e-mail notification is simply a notice that the student did not check in to homeroom. The parents would be responsible to determine if any further action should be taken.

No more than 12 absences (excused or unexcused, for any reason, with the exception of absences for which we have specific doctor’s excuses) in each class per semester will be allowed. A student missing more than the 12 days may lose credit for that course for the semester. Special consideration may be given by the principal in cases of prolonged personal illness, court appearances, or serious illness or death in the immediate family. Approved school sponsored activities or pre-approved activities deemed educationally beneficial by the administration will not be counted against the student.

When a student has accumulated 8 absences in a class during a semester, the parents will be notified by email. When a student has accumulated 10 absences in a class during a semester, the parents will be notified by email that three more absences will result in loss of credit for that class.

Students absent with 6 or more unexcused absences in a class will not be allowed to exempt the final exam in that class.

According to state law, the school is required to notify the Department of Motor Vehicles when a student accumulates more than 10 unexcused absences during the school year, resulting in suspension of the student’s driver’s permit or driver’s license. Parents and students should monitor student absences closely to insure that driving privileges are not revoked by the state.

Juniors and seniors may take a total of five (5) college days with prior approval from the principal. These guidelines will be followed:

- At least 24 hours advance request must be made in writing, from the parent or legal guardian, stating the day(s) requested and college(s) which will be visited.
- The student is not to use these days as an excuse for “vacation.” If there is reason to believe a college has already been chosen, or that the student has no serious interest in attending, permission shall not be granted to miss school.

- College visitation days may not be taken on scheduled exam days.
- Students must return signed documentation by an admission officer or college representative from the college visited to the office.
- Students are responsible for making up missed material.
- College days are counted as “excused absences.”

## Excused Absences

Illness, death or severe illness in the family, family emergencies, medical and dental appointments, court appearances, approved college days, or official church mission trips for which a signed statement from the church is presented. For assignments made while the student was absent, students will be given the same number of days to make-up missed class assignments, homework, and tests as the number of days missed. For assignments made before the student was absent, the teacher may require assignments to be turned in on the due date or on the first day the student returns to school. Exceptions to this policy must be approved by the principal.

Students must provide a written excuse to the office the morning of their return to school. If a written excuse is not provided, the student may receive a zero for missed work. Excuses must be turned in within one week of the absence for the absences to be excused. An e-mail reply to the homeroom absence e-mail, stating that the student is sick, will be sufficient as an excuse.

If the student is absent due to an illness which requires a visit to a physician, or has a medical appointment, the student should bring a note from the physician to the office, listing the specific date(s) of the absence. These absences will be counted separately for purposes of receiving credit for classes.

Please remember that declaring a student excused or unexcused is an *administrative* decision, not a student/parent prerogative. Therefore, a student is not necessarily excused because a parent calls. For example, the following absences are not excused:

- “He didn’t want to go to school.”
- “She stayed up late last night working on her research paper.”
- “I missed my ride.”
- “The carpool was late.”
- “Our family went to the ball game.”
- “He was doing chores assigned by his father.”

## Unexcused Absences

Any absence that does not fall within the excused absence category, *even if there is a parent’s written excuse*. These include family vacations, tardiness, absences due to school suspension, class period skipping, and absence without the knowledge and consent of parents and/or the school. Class assignments, homework, and tests missed due to a *planned* unexcused absence must be gathered by the student in advance and turned in the same day the student returns to school. Make up tests must be taken the same day or a zero may be given. For other unexcused absences, the following makeup work policies apply, unless the specific teacher institutes other policies:

Classwork, participation grades, and regular assignments due on the day or days of unexcused absences *will receive no credit* for each day of class missed.

Missed tests and quizzes must be taken on the day the student returns to school, with a reduction of 10% per test and/or quiz.

Special assignments (e.g., term papers) due during the unexcused absence/truancy must be turned in the day the student returns to school. As in the case of quizzes and tests, there will be a 10% grade reduction for special assignments. Further, if the special assignment is not turned in on the day the student returns, there will be an additional 10% grade reduction for each additional day the assignment is late.

Students arriving at school late or leaving early must check in/out with the office. A written note from the parent or physician is necessary for either of these to be excused. No student will be allowed to leave school grounds early without verbal confirmation from the parent. If a parent knows the student will be leaving early, they should send a note to school with a number where they can be reached for confirmation. If a student becomes ill, a parent will have to be contacted before the student is allowed to leave campus.

Tardy Policies - Regular attendance and punctuality to class are essential to success in school and later on the job. Classroom interruptions are harmful to the flow of classroom instruction. Students should be on time to each class every day.

Regular attendance and punctuality to class are essential to success in school. Classroom interruptions are harmful to the flow of classroom instruction. Students should be on time to each class every day. Four tardies will result in “no jeans day”. On the eighth tardy a detention will be assigned. Every tardy there after will result in a detention. Below is an illustration of the tardy progression policy. Tardy Discipline Progression:

Offense	Result of Accumulation
4 <sup>th</sup> tardy	No jeans day
8 <sup>th</sup> tardy	detention assigned
9+ tardy	detention assigned

Note the above is a progression for the accumulation of tardies and not for just one class. Every tardy, after the eighth tardy, will result in a detention. This will also include homeroom tardies. Home room tardies are excused only for medical reasons, severe weather, and car trouble accompanied by a note from parents/guardian. Tardies are not excused due to heavy traffic: in Atlanta, the traffic is always heavy, and that needs to be taken into account in planning travel time. In addition, should a student accumulate four tardies for the same class, they will be assigned an unexcused absence for the first four tardies, and an unexcused absence for every three tardies thereafter.

A student who is tardy to class by 15 minutes or more will be counted absent for that class.

Note: Tardies are able to be monitored through a student or parent’s RenWeb account.

## Calendar

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The official school calendar is online on our school website ([www.dominionchristian.org](http://www.dominionchristian.org)). All school-related activities (events, athletic competitions, etc) will be posted on the online calendar.

## Care of the Campus

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God has richly blessed us with beautiful facilities that each student and teacher should feel honored to call home for 180 days this year. We thank you for showing your appreciation by ensuring that appropriate care is given to all our facilities.

## Chapel

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All students participate in chapel weekly. This is, first and foremost, a devotional time, and students are expected to conduct themselves as is fitting for the servants of the King of Kings as we come to hear his Word.

## Chaperones/Volunteers

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All chaperones/volunteers must be approved in advance by the administration of the school, and sign a statement of agreement that states they have read and agree to adhere to all policies and procedures pertaining but not limited to conduct and behavior of chaperones, volunteers and students, and be subject to a background check. No chaperone, volunteer, regardless of position: board member, administration, school staff or parent will be allowed to override school policy concerning conduct, for both chaperones, volunteers and students, in regards to the policies that are found in the Dominion Christian Schools Student Handbook. School policy will be followed regardless of the local of governance, particularly but not limited to alcohol, tobacco, drugs and conduct. Age requirements will be limited to the age requirements of that of the state of Georgia, and/or which do not compromise a Christ-like life style regardless of location, state side or otherwise.

## Class Schedule

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Following is the daily class schedule for DCS:

Middle School	M, T, TH, F	Wednesday
Homeroom	8:00 – 8:07	
Chapel		8:00 – 8:40
Period 1	8:10 – 8:56	8:43 – 9:26
Period 2	8:59 – 9:45	9:29 – 10:12
Break	9:45 – 9:57	10:12 – 10:20
Period 3	10:00 – 10:45	10:23 – 11:06
Period 4	10:48 – 11:33	11:09– 11:50
Lunch	11:33 – 12:03	11:50 – 12:20
Period 5	12:06 – 12:51	12:23 – 1:04
Period 6	12:54 – 1:39	1:07 -1:48
Period 7	1:42 – 2:27	1:51 – 2:32
Period 8	2:30 – 3:15	2:35 – 3:15
Dismissal	3:15	3:15

High School	M, T, TH, F	Wednesday
Homeroom	8:00 – 8:07	
Chapel		8:00 – 8:40
Period 1	8:10 – 8:56	8:43 – 9:26
Period 2	8:59 – 9:45	9:29 – 10:12
Break	9:45 – 9:57	10:12 – 10:20
Period 3	10:00 – 10:45	10:23 – 11:06
Period 4	10:48 – 11:33	11:09– 11:50
Period 5	11:36 – 12:21	11:53 – 12:34
Lunch	12:21 – 12:51	12:34 – 1:04
Period 6	12:54 – 1:39	1:07 -1:48
Period 7	1:42 – 2:27	1:51 – 2:32
Period 8	2:30 – 3:15	2:35 – 3:15
Dismissal	3:15	3:15

FOR SENIORS ONLY: It is our desire that students take full advantage of the educational opportunities provided at Dominion. However, under permission of the parents, seniors, whose schedule permits, may leave campus after their last class of the day, but no earlier than lunch. In partnering with families, Dominion takes great care and is intentional about supervision, accountability and safety of its students. Therefore, this provision is made under the following stipulations:

- The student must have written permission form on file with the office.
- Students must check out at school office each day.
- They must leave campus (all school property) and not return before 3 pm.
- Students cannot remain on campus, during school hours, unscheduled; students who are not able to leave campus will be scheduled a study hall or, if desired, a class (as availability permits).
- Students are not allowed to “hang out” on school property during school hours – they must be enrolled in a class or study hall.

## Cleaning

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We do have personnel who clean the school on a regular basis. However, it is up to the students to maintain the school in a proper manner. We expect all students to do their part in keeping the buildings and grounds

clean and neat, and in not littering or creating unnecessary trash. As needed, students serving detention will be engaged in cleaning the school as well.

## Communication

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It is our practice and pleasure to keep you informed. We do that not only by word of mouth, but also in writing. Please refer to [www.RenWeb.com](http://www.RenWeb.com) as it contains important information about the school, along with the lunch order forms. *This is your only official source of information about school events and policies.* If we post something on [www.RenWeb.com](http://www.RenWeb.com), we consider that to be proper notification of important events and policies, so please refer to it often.

We pray for good communication and relationships between students, teachers, and parents. However, if an occasion should arise where there may be an apparent conflict, the parent should contact the teacher involved or vice versa. Only after this has been done and no solution is forthcoming should the Dean of Counseling be consulted for mediation with all parties present. If the problem remains unresolved, the issue will be brought to the attention of the principal who will then preside in a meeting of all the conflicted parties. If necessary, the headmaster will be consulted for final resolution. Should a resolution not be reached, a written appeal may be presented to the Board. This approach follows the Biblical direction of Matthew 5:23-24 and Matthew 18:15-16, and it works effectively for the development of proper relations.

## Conduct and Discipline

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The purpose of discipline is to help bring students to maturity in Christ so they will learn to exercise self-discipline in all areas of life. "For those whom the Lord loves, He disciplines." (Hebrews 12:6). God's Word makes continued reference to the necessity for and importance of discipline.

Growth in godliness can never happen when one is in a state of resistance and antagonism to the authority God has placed over him. Since this school bears the name of Christ, a high standard of conduct is expected of staff and students alike.

Parents are expected to support and uphold school discipline policies, realizing that without this cooperation and confirmation from the parents, a double standard exists between the home and school that could be detrimental to the student's development and could call into question his/her continued enrollment.

Those policies which are based on moral issues are applicable to our students at all times, whether on or off campus, both during the school year and holidays/summer vacation. This is essential because the testimony of Dominion is a compilation of moral and Biblical standards actively supported by the student body, staff, administration, and school board. Punishments for violations of such standards may be the same as those imposed for on-campus violations.

Please remember that attendance at Dominion Christian Schools is a *privilege* and not a *right*. This privilege may be forfeited by any student whose conduct, attitudes, or lack of progress, in the opinion of the administration, make it inadvisable for that student to remain in the school.

## Dean of Discipline

The Dean of Discipline will oversee the discipline and the discipleship process that is involved with discipline. He will serve as a mediator during disputes, and will communicate discipline decisions to students, and parents, assuring that any punishment given will serve the purpose of directing the student toward Christ-like character.

## Standards of Conduct

1 Timothy 4:12 exhorts, "Let no man despise your youth; but be an example of the believers in word, in conduct, in love, in spirit, in faith, in purity." Dominion Christian Schools believes that conduct is the visible testimony given by each student. Being a part of the DCS family is a privilege, and with this privilege comes certain responsibilities.

To educate students to discipline their own lives, rules and guidelines have been established. Students are expected to conduct themselves in accord with these established standards and guidelines and to exhibit a positive attitude that is in harmony with the spirit and purposes of the school. Any organized, functioning group in society must operate within some system of rules if it is to function in an orderly manner. An orderly, disciplined, and wholesome environment is a great aid to learning and enables the student to develop good character and to be happy and content.

The Biblical and philosophical goal of Dominion Christian Schools is to develop students into mature, Christ-like individuals who will be able to exhibit a Christ-like life. Of necessity, this involves the school's understanding and belief of what qualities or characteristics exemplify a Christ-like life. Even though parents may personally believe differently, while enrolled at DCS, all students are expected to exhibit the qualities of a Christ-like life espoused and taught by the school and to refrain from certain activities or behavior. Thus, Dominion Christian Schools retains the right to refuse enrollment to or to expel any student who engages in sexual immorality, including any student who professes to be homosexual/bisexual or is a practicing homosexual/bisexual, as well as any student who condones, supports, or otherwise promotes such practices (Leviticus 20:13; Romans 1:27).

Unfortunately, it is increasingly necessary to explain our standards in great detail, due to our litigious society. We apologize for the length of this section dealing with conduct and discipline. It does not indicate that we believe this is the most important part of life at DCS (a list of rules). However, we have found that it is more and more necessary to spell out what is meant by certain behaviors and rules.

A student's general responsibility in his own personal behavior will be expected and worked toward as follows:

- Students must exhibit cheerful obedience to authority (teachers, student teachers, substitute teachers, teacher aides, administration, office personnel, and other authorized school personnel) and school regulations, even when the person in authority is not immediately present. Such obedience should be willing and immediate, and is to extend to any member of the school staff, even if that person is not the student's own teacher. This applies on school grounds at any time, off school grounds at a school activity or function, and enroute to and from school or school activities by school-provided transportation.
- Students should develop responsibility in doing assigned or expected tasks, such as homework.
- Each student is expected to come to class prepared. Such preparedness includes possession of a pencil or pen, paper, appropriate textbooks, and completed homework. Any assigned homework or

projects are due at the beginning of the class period on the due date; work turned in after that time will be penalized for being late.

- It should be remembered that the school not only hopes to contribute much to the student, but the student is expected to contribute much towards the furthering of the mission of the school, both on and off campus. A student who counteracts the goals and purposes of the school by indifference or overt action, or intentionally damages the reputation of the school, may be asked to seek his/her education elsewhere.

## **Discipline System of Corrective Actions**

The word “discipline” is related to the word “disciple,” and that is precisely what we are seeking to do through the Dominion Christian Schools student discipline procedure. Our goal is not simply to “punish” students for wrongdoing, but to train them systematically in proper, God-honoring behavior. It is for this reason that student discipline comes under the oversight of the dean of discipline. When a student begins displaying behavioral problems, the dean of discipline is able to intervene proactively, to teach the student how to change his or her behavior and live in line with the will of God as revealed in the Bible.

The program outlined below is designed to give an orderly system of increasing corrective actions, providing both objective standards and allowing room for the application of sanctified wisdom in individual circumstances. This follows the pattern of Scripture, in which we see the objective setting forth of appropriate actions for various infractions of God’s Law (Exodus 21-24, for example), and the practical application of those standards to various situations, based on wisdom derived from a study of Scripture (the book of Proverbs, for example).

A written system of corrective actions cannot deal explicitly with every conceivable situation that may arise. The sinfulness of the human heart is such that it will find creative ways to manifest rebellion and sin. Therefore, this should not be viewed as an exhaustive listing of misdeeds and consequences, similar to a statute law code for civil government. Rather, this is to provide a pattern or guide that will enable those involved in student discipline to follow an orderly method of using Biblical wisdom in determining the appropriate course of action in each individual case.

There are four stages of corrective discipline outlined here. Much student misconduct will begin at Stage 1, and progress through Stages 2, 3, and 4 if necessary. Due to the seriousness of some infractions, however, the process may begin at Stage 2, Stage 3, or Stage 4. It is *not* necessary that every student infraction begin at Stage 1 and progress through all the following stages.

All disciplinary actions (along with weekly grades) will be recorded and posted on the school’s Web site, with parents given password-protected access to their student’s records. In this way, parents may stay informed as to any problems their students have. More serious offenses will still involve personal contact with the parents, as outlined below.

## Stage 1

**Offenses:** minor incidents of disorderly conduct, poor attitude, dress code violations (see note below), food violations, public display of affection (inappropriate hand-holding or embracing), other minor infractions

### Dress Code Violations

If the dress code violation cannot be corrected in this way, the student has one of two options:

- Call home for a change of clothes. The student will receive a detention when the problem has been corrected.
- Receive two detentions if a change of clothes cannot be obtained.

### Electronic Devices

(Cell phones, MP3 players, recording and portable computing devices; e.g. iPads, Laptops, eReaders)

Dominion Christian School is committed to establishing and sustaining a safe and healthy environment for students that best fosters quality learning and social development of every child. Phone, MP3 players, and other technological devices can cause significant disruption to the learning and teaching opportunities in the classroom and, in general, the school. Therefore firm rules and boundaries have been established around the use of electronic and recording devices.

If parents need to contact their child with an urgent message during the day, to confirm or change a collection time, they should contact the school office. Parents should not ask their children to turn on their telephones during the school day so that contact can be made.

Note: Dominion Christian Schools takes not responsibility for the safety of electronic devices when brought to school.

### Cell Phone and MP3 Device Policy

1. Students are permitted to have electronic devices at school and related school activities if used in the appropriate manner.
2. The school reserves the right to ban mobile phone (and like apparatus) at special events.
3. Students must have cell phones and MP3 players turned off and put away at all times during school hours (8:00 – 3:15 pm).
4. Students are not to use cell phones and MP3 devices at school to access the internet, use as a calculator, or use as USB storage device.

### Recording Device Policy

1. Students may not use any recording devices on the school grounds. This includes transmitting images, taking photographs with a phone, camera or other recording device, using a tape recorder, or using any electronic device on an audio or video record setting.
2. **EXCEPTIONS:** If a DCS student has been approved for the use of a camera or video camera to record images for curriculum or school related purposes.

If a cell phone or mp3 player (or an electronic device being used as a phone, mp3 player or video player) is sighted or heard anywhere or any time on campus during school hours, a teacher or staff member will direct the student to hand over the device. No debate will be entered into. If a student refuses to turn over their device to a faculty or staff member, the student will be referred to the administration for further disciplinary action. The device will be kept in the school office for the next five school days. Prior to the end of five days, a student/parent may remit a fee of \$15 at the end of a school day for the return of the device.

## **Food and Drink**

The use of chewing gum, mints, bottled water, and other drinks in class is allowed unless they become a distraction in the judgment of the teacher. Teachers in particular courses (such as chorus or physical education) may prohibit gum and mints, at their discretion.

Candy and other food are prohibited in classroom areas during class time. Exceptions to this policy are under the discretion of the principal and supervision of the classroom teacher. Students may use these in designated lunch areas *only* before homeroom, during the morning break, during lunch, or after school.

## **Corrective action for Stage 1 violations**

Students will be issued one demerit for each offense. The teacher will fill out a demerit form (duplicate), specifying the offense, with one copy given to the student and the other copy turned in to the office. The dean of discipline will track demerits. When a student has accumulated a third demerit in one quarter, he/she will be moved to Stage 2. Any further demerits in the quarter will result in another Stage 2 detention.

## **Stage 2**

**Offenses:** repeated Stage 1 infractions; more serious disorderly conduct; inappropriate language (excluding profanity, vulgarity, and threatening; included would be inappropriate sarcasm); excessive tardiness (see policy on attendance and tardies); other infractions which are more serious than Stage 1, but not enough to warrant Stage 3.

## **Attendance and Tardies**

See the section on attendance and tardies for progression of disciplinary consequences.

## **Language and Conversation**

Conversations held within the classroom and elsewhere are not to infringe on the rights of others, and they are to relate constructively to the time and place. Within class discussion a student may speak when he has been properly recognized and “has the floor.” At other times he should remain quiet, attentively and respectfully listening to the contributions of others. Conversations, private or public, are expected to be positive, constructive, and respectful. Profane, vulgar, obscene, or ethnically-offensive language; drawing, or stories; pornography of any sort; gossip; misuse of God’s name or spiritually meaningful terms; suggestive “sign language;” degrading names or “putting others down,” even if “done in fun;” are examples of conduct which are unacceptable at school and are causes for immediate disciplinary action.

## Physical Contact and Affectionate Demonstrations

Unnecessary bodily contact, whether it is affectionate, playful, or hostile, is not acceptable conduct while at school. Such incidents, which may seem harmless, often expand rapidly and tend to detract from the development of proper relationships and a constructive educational atmosphere.

## Corrective action for Stage 2 violations

Students will be issued one day of detention for each offense.

## Detention

Detention will be served bi-monthly on the second and fourth Saturdays of the month in which there will be a \$10 charge to be paid to the assigned teacher. Detention begins at 8:30 am and ends at 10:30 am. Any student, that is more than five minutes late, will be assigned an additional detention. Students will sign in and out in the Detention Sign-in Book. This will serve as an official attendance log. Detention will last two hours, generally with 1 ½ hours comprised of work, and ½ hour of writing assignment that is to be completed and turned in by the end of detention. Failure to do so will result in an additional detention and or stage 3 discipline. Students in detention will be given various types of work to do around the school. The detention list will be posted outside of the administrative office pool. This list will give the student at least one day's advanced notice of detention. Detention dates are not scheduled according to the student's convenience, as a result; students who cannot attend the assigned detention, for whatever reason, will be considered as skipping detention. The Dean of Discipline at his sole discretion may assign alternative forms of detention.

### Skipping Detention:

As stated above all students who are assigned detention are required to serve that scheduled detention. It is the student's responsibility to check the list to see if his or her name appears on it. Students may reschedule a detention only once! As a result of rescheduling that student will incur an additional detention. Should a student miss that or any detention that student will be subjected to stage 3 discipline, referral. Should a student miss a second detention that student will then be subjected to a higher stage 3 discipline (OSS - Suspension).

### Excessive Detentions:

Excessive detentions will result in stage 3 discipline (referral/OSS). Excessive detention occurs when a student has been issued five or more detentions. This will be deemed excessive and a higher form of corrective action will be taken (OSS, to possible stage 4 discipline). Again, it is our desire to assist students in the development of learning to exercise self-discipline.

## Stage 3

**Offenses:** accumulation of Stage 2 offenses; tobacco use; theft; vandalism; cheating; plagiarism; speeding or reckless use of automobile; fighting and/or threatening a fight; insubordination; lying and deceit; truancy (skipping class, whether or not the student remains on campus); inappropriate romantic actions (more than simple public displays of affection, but not as serious as sexual immorality); verbal or written abuse of a

school employee or fellow student; profanity; vulgarity; sexual harassment (defined below); racially offensive speech or actions; other serious offenses or behaviors not becoming to a Christian testimony.

## **Cheating and Plagiarism**

Cheating in any form is not tolerated at DCS. This includes plagiarism, which is defined as “using someone else’s words or ideas without giving proper credit—or without giving any credit at all—to the writer of the original. Whether plagiarism is intentional or unintentional, it is a serious offense” (Joseph F. Trimmer, *A Guide to MLA Documentation with an Appendix on APA Style*. New York: Houghton Mifflin Company, 1999, p. 25). This concept is thoroughly explained in all our English/Literature classes, and all students in all classes are expected to avoid plagiarism in all their work. Penalties are listed in the section of this Handbook dealing with “Plagiarism and Cheating.”

## **Internet Postings & Online Harassment**

Student postings on the internet (for example, on sites with social networking, blogs, image, video and audio postings) and email messages which are abusive, harassing, threatening, or obscene may be subject to school disciplinary action and may be referred to local law enforcement agencies.

## **Vandalism and Property**

All property, personal or other, is to be treated with due respect. Damaged or destroyed property belonging to others is to be replaced by the student or students responsible. No student shall cause or attempt to cause damage or destruction to school property or private property, or steal or attempt to steal school property or private property, either on the school grounds or during a school activity or function. Students are responsible for restitution of damages or stolen property.

## **Tobacco**

Tobacco, in any form, is not allowed at school or school functions or trips (domestic or international). The following is an outline of the school’s policy concerning tobacco:

While on school property, at an official school function or trip, or in route to or from a school function in school-provided transportation, a student shall not:

- Possess, consume, transmit, buy, sell or store tobacco in any form
- Falsely identify a substance to be tobacco
- Possession of these on campus or at any school functions or trips

## **Sexual Harassment**

“Sexual harassment” is any unwanted and unwelcome behavior of a sexual or gender-specific nature that interferes with a person’s ability to work, get an education, or do a ministry. The three important elements are:

- The behavior is unwelcome or unwanted
- It is of a sexual nature or is gender directed

- The impact of the behavior interferes with the ability for someone to do a job, receive an education, or to do a ministry.

Sexual assault will be reported to the local police and district attorney, in addition to school-oriented punishment.

### **Corrective action for Stage 3 violations**

Students will be issued a referral (a formal written notice to parents), along with a detention (for the first and second referrals). In addition, some offenses will require additional restorative/punitive measures. For example, theft and vandalism will require restitution; cheating and plagiarism may also result in a zero on the paper or test involved, and rewriting of the paper with no grade.

#### **Process:**

1. The teacher involved will issue a referral form (triplicate). This form will document the name of the student, the date of infraction, the place, the teacher's name, and a description of the incident. There is also a place for the student to sign, and a place for the teacher to initial and date when the parent is contacted. One copy goes to the dean of discipline; one copy goes to the student; the teacher keeps one copy.
2. The teacher will discuss the issue with the student, in such a way as to make sure the student knows why he/she is receiving a referral. This discussion is seen as the first step in counseling the student toward repentance and restoration. The student signs the referral to indicate receipt of the form (*not* an admission of guilt). Refusal to sign the form warrants a second referral.
3. The teacher contacts the parent/guardian, explaining the incident and making them aware of the offense.
4. After the previous three steps are completed, the referral is submitted to the dean of discipline for further processing.
5. The dean of discipline meets with the student and parent (as warranted below). Additional appropriate penalties may be assessed by the dean of discipline, administered at his discretion.

#### **Accumulation of Referrals:**

1 <sup>st</sup> Referral	Parent notification and detention
2 <sup>nd</sup> Referral	Parent conference (with student, teacher, and dean of discipline) and detention; behavioral probation. At the parent conference, the parents and students will be notified of the consequences of future referrals, including expulsion upon the fifth referral.
3 <sup>rd</sup> Referral	1 day out-of-school suspension (OSS)
4 <sup>th</sup> Referral	3 day OSS
5 <sup>th</sup> Referral	Parent conference; student recommended for dismissal (Stage 4)

Referrals accumulate for the entire school year, not by quarter or by semester.

The school will take all reasonable measures to inform parents of this process. However, if we are unable to contact parents, or if the offenses are accumulated quickly, such notification may not happen before the fifth referral is issued. This will not be considered reason for an exception to the policy of expulsion upon the fifth referral. This includes referrals accumulated due to violation of the school's policy on plagiarism and cheating (p. 29).

## Out-of-School Suspension (OSS)

The student will not be allowed to attend school or any school related activity, either during school hours or afterwards. This includes participation in or attendance at sporting events, extracurricular activities, and evening activities. Failure to comply with this policy will compound the period of suspension. Students serving OSS shall be responsible for making up any work missed, turning in assignments, procuring class notes from other students, etc. It is to be emphasized that it is the *student's* responsibility, not the teacher's responsibility, to see that all work is turned in on time. Work that was due on the day of OSS shall be due the first day the student returns to class. Work assigned during the OSS shall be due when the student returns to class, or the normal due date of the assignment, whichever is later. Tests that were to be taken on the day of OSS shall be made up at a time to be arranged with the individual teachers involved. Failure to arrange such make-up tests shall result in a zero on the test. OSS is not to be seen as a day of "vacation" for the student. The student has every opportunity to make up work and avoid any further penalties for missed work, but it is the responsibility of the *student* to make up this work.

### Stage 4

**Offenses:** progression from Stage 3; drug or alcohol abuse (illegal use, possession, or sale, as defined below); physical assault (more than simply fighting); possession of a weapon at school; use of a weapon (any instrument or substance with intent to inflict bodily harm); sexual immorality; threatening the safety of any student or staff member; other very serious offenses

### Drugs and Alcohol

Alcoholic beverages are not allowed at school or school functions, or on school trips (domestic or international). The following is an outline of the school's policy concerning alcohol, and drugs:

- While on school property, at an official school function or trip, or in route to or from a school function in school-provided transportation, a student shall not:
- Possess, consume, transmit, store, or be under any degree of influence of alcoholic beverages, including "near beer", illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act. Legal intoxication is not required for violation of this policy.
- Possess, transmit, store, buy, sell, or otherwise distribute or possess with intent to sell any drug-related paraphernalia.
- Falsely identify a substance to be alcohol or an illegal drug.
- Buy, sell, or otherwise distribute or possess with intent to distribute or attempt to buy, sell, or otherwise distribute or possess with intent to distribute alcoholic beverages, illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act, or any substance falsely identified as such, or is believed by the purchaser to be tobacco, an alcoholic beverage, or illegal drug, narcotics, hallucinogens, amphetamines, barbiturates, or marijuana, or any other substance listed under the Georgia Controlled Substances Act.
- Sniff or be under the influence of inhalants and/or other substances.
- Possession of these, on campus or at school functions, may be cause for immediate suspension and/or expulsion.

### Prescription Drugs & Over-the-Counter Products

Office personnel must approve possession on school property of all prescription medication. Prescription drugs must be in their original container bearing the name of the patient, the name of the physician prescribing the medication, and the name of the pharmacy filling the prescription. Prescribed drugs not found in their original containers may be considered illegal and may subject the student to the penalties of this Policy. In addition, a student shall not sell, distribute, or possess with intent to distribute any prescribed medication on school property.

A student shall not consume, possess, sell, distribute, or possess with intent to distribute diet pills, caffeine pills, or other stimulants on school property.

Office personnel must approve possession of all over-the-counter medication on school property. A student is prohibited from selling, distributing, or possessing with intent to distribute any over-the-counter medication.

Student abuse of alcohol or illicit drugs is incompatible with the purposes and objectives of the school, as well as being detrimental to the health and well-being of the student. Such substance abuse will result in a lengthy suspension or expulsion. Should the student be allowed to remain, the school reserves the right to require both random drug testing and appropriate Biblically-based counseling by a professional affiliated with or recommended by the school. The school's discipline procedure may include legal action.

Voluntary disclosure of personal drug abuse will be taken into consideration in discipline; however, it does not guarantee that disciplinary procedures will be mediated. (Voluntary disclosure does not mean coming forward after the administration, faculty, or student council has knowledge of the incident.)

The school reserves the right to question students about suspected drug/alcohol involvement. The administration retains the right to request a parent's or guardian's approval for an immediate urinalysis and/or breath test at the parent's or guardian's expense if a student is reasonably suspected of drug or alcohol abuse.

The school is under legal obligation to report to the police and the district attorney all cases of substance abuse.

## **Sexual Immorality**

The Bible has strong words warning each of us to refrain from sexual immorality (I Corinthians 6:18-20). Involvement in promiscuous or immoral behavior by any student at any time will result in immediate suspension from school for up to five days, and the administration may make a recommendation to proceed with expulsion.

Pregnancy is a normal consequence of sexual activity, but pregnancy itself is not a sin. It is one of God's great blessings to a family. Outside of marriage, however, pregnancy indicates sexual activity without the benefit of a strong family commitment and God calls that sexual activity sin.

A student who becomes pregnant must notify the DCS administration of her condition. A pregnant student and the father (if a student) will initially be given a suspension from school for five days, in which both the students and their parents will explore counseling options and make necessary arrangements. DCS supports the Biblical sanctity of human life, and will both encourage and work with the family as they prepare for new life.

Following the suspension period, the school will handle the continued education on a case-by-case basis, with the general policy being one of expulsion of both the mother and the father. The final decision will be made by the administration.

Because of the need to focus on more important matters than schoolwork, married or pregnant students will not be allowed to remain as members of the student body. DCS will include investigations by the proper civil authorities in any allegations of rape or incest. The school administration will consider any extenuating or mitigating circumstances. Having an abortion, or encouraging someone to have an abortion, is immoral.

Even though our current culture is saturated with sexual suggestion and innuendo, DCS cannot allow such behavior in the school community. Obscene, offensive, vulgar, crass, or pornographic materials, whether on notebooks, clothing, automobiles, or in lockers, will not be allowed. Consequences for such items will be determined by the administration, but will most often result in suspension. Verbal expressions of lewdness, most often demonstrated by double entendre, will also not be allowed.

## **Weapons**

No object that can kill or cause serious bodily harm shall be brought to school or school functions. A student shall not use or threaten to use, or sell, attempt to sell or conspire to sell, or possess, handle, or transmit or cause to be transmitted, a weapon, either concealed or open to view, on school property, at official school functions, or in route to or from a school function in school-provided transportation. This includes personal belongings, automobiles, or other vehicles on school property. The definition of "weapon" for purposes of this policy is one that includes, but is not limited to, the following items:

### **Category I**

Any loaded or unloaded firearm. A firearm includes any weapon which will or is designed to or may readily be converted to expel a projectile by action of an explosive (e.g., pistol, starter gun, revolver, rifle, shotgun); the frame or receiver of any weapon described above; any firearm muffler or firearm silencer; any explosive, incendiary, or poison gas, which includes a bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device; any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter; and any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

### **Category II**

Any pellet or BB gun, antique firearm, or any similar weapon that does not meet the definition of a Category I weapon; any Bowie, Dirk, machete, switchblade knife, ballistics knife, any other knife having a blade of three or more inches; fireworks; any razor (e.g., straight, regular, retractable, etc.); any defensive device (e.g., stun-gun, taser), any bludgeon (e.g. billy club, PR-24, night stick, blackjack, club); ammunition, "look-alike" bomb; any "martial arts" device (e.g., Chinese Star, nunchaku, dart, etc.) miscellaneous devices such as swords, sword/knife canes, ice picks, chains, bow and arrows, brass/metal knuckles, objects placed on fingers, in hands, or on fists or knuckles to provide a "loaded fist," etc. or any tool or instrument which the school staff could reasonably conclude as being a violation of the intent of this policy; which, by way of illustration, shall include, but is not limited to, studded or pointed rings and

bracelets, or other ornamentation, etc. or any "look-alike" object that takes on the appearance of any of the foregoing.

### **Category III**

Any knife or instrument having a blade of less than three inches, any "look-alike" firearm, plastic disposable razor, BB's, pellets or sling shot.

Any behavior involving the possession, distribution or use of a weapon by a student which school officials have reason to believe constitutes a violation of local, state or federal law shall result in immediate notification to appropriate federal, state, county or municipal law enforcement officials by the headmaster or his/her designee. The school shall cooperate fully with law enforcement and judicial officials in the prosecution of such offenses.

All weapons shall be confiscated. The disposition of confiscated weapons shall be determined by the headmaster or a designated school official.

Possession of weapons is grounds for immediate suspension and/or expulsion.

### **Stage 4 Corrective Action**

Consequences will be determined by school administration.

*Process:* Upon referral from the dean of discipline, the principal shall meet with the student, the parents, and the teacher involved. The administration shall make determination of corrective action.

### **Expulsion**

The student will be officially dismissed from the school by the administration. Students who have been so dismissed from the school will not be allowed on campus (during school hours or for after-school events) without the permission of the administration. They will lose all credit for all courses in that semester, and will not be allowed to take final exams or turn in course work for credit. Any student expelled from school may have the privilege of reapplying after a minimum of two full academic quarters has lapsed. Expulsion for any reason, including failure to meet terms of academic or disciplinary probation, is *not* contingent on the family's being able to enroll the student in another school. This is especially important with the prevalence of "block scheduling" in other local public schools, which may make it impossible to enroll a student in the public school in the middle of the semester. Such circumstances will not be a reason for DCS to keep a student enrolled, if he/she is asked to leave the school.

Seniors who are expelled will not graduate or receive a diploma from DCS, unless they apply for re-admission the next school year and repeat their senior year course work.

## **Additional Disciplinary Policies**

### **Scorners and Mockers**

Even more important than external behaviors, based on the teaching of Scripture, is the heart attitude of the student. In particular, the Bible points out the problems with those who are called “scorners” or “mockers” (Ps. 69:19-20; Prov. 9:7-8; 13:1; 15:12; 22:10; 29:8; 2 Peter 3:3). For this reason, DCS may need to take action regarding students who display the characteristics of scorners and mockers. In the nature of the case, these situations will not be as clear-cut or definitive as would be, for example, the possession of illegal drugs on campus. But these situations are even more destructive to the Christian character which Dominion seeks to instill in the students, and so must be dealt with swiftly and certainly. The following procedure will be followed:

- If a teacher believes a student is exhibiting characteristics of scorners and mockers, or is having an effect on others which is similar to what Scripture describes, the teacher will talk about this first of all with the student in private, pointing out the scornful attitudes and calling him/her to repent.
- If the attitude continues to be manifested, the teacher will talk with the dean of discipline and the student.
- If the attitude continues, the dean of discipline will call a meeting of all the teachers, coaches, and other school staff who work with the student, along with the administration.
- If 2/3 of this group agree, the student will be placed on “attitude probation” for a period of 9 weeks from the date of the meeting. The teachers and dean of discipline will list specific behaviors and attitudes which must be changed during that 9 week period.
- The dean of discipline will contact the parents and arrange a meeting with them, the student, and the principal. The student’s attitudes and characteristics will be pointed out, and the student will be expected to show immediate and lasting change.
- During the time of attitude probation, the dean of discipline will get regular updates from the teachers and coaches, and will meet regularly with the student.
- At the end of the time of probation, the dean of discipline will meet again with the teachers and coaches. If 2/3 of them agree that the student’s attitudes have shown evidence of significant improvement, the student will be removed from attitude probation. If not, the student will be formally expelled from school.
- If a student has been on attitude probation in a school year, and removed from probationary status, and again shows similar problems, if 2/3 of the faculty and coaches agree, he will not be placed on attitude probation a second time, but will be expelled from school. Students cannot be placed on attitude probation two times in one school year. Our goal is not for the student to “straighten up” for 9 weeks; it is to have the student change on a long-term basis.

Our goal in this is not to expel students, but rather to see students change ungodly attitudes and actions, and to protect the other students in the school from harmful and infectious attitudes.

### **Testimony Regarding an Infraction of the Rules**

Students who have information pertaining to any disciplinary investigation are required to provide all information that they have. Refusal to provide information, or intentionally giving false information, will result in the student or students involved receiving the same level of punishment as the infraction being investigated, up to (but no higher than) a suspension.

## **Mitigating Circumstances**

Occasionally, mitigating circumstances may influence a disciplinary decision. Factors worthy of consideration include, but are not limited to, prior record, intent, provocation, and attitude.

The administration reserves the right to make decisions regarding discipline in situations that are not covered in this handbook.

## **Athletics and Other Extra-Curricular Activities**

School disciplinary actions may also affect participation in school athletic activities and/or other school-sponsored extra-curricular activities. Such determinations are at the discretion of the school administration, the athletic director, the coach(es), and/or the club sponsor.

## **Behavioral Probation**

A student shall be placed on behavioral probation at initial admission to the school, upon receiving a second referral, or at the discretion of the dean of discipline after consultation with the faculty and approval from the principal. The probationary period shall be the remainder of the current quarter and all of the next quarter. If the student does not receive another referral during that time, he/she shall be recommended for removal from probationary status. If the student does receive another referral during the time on probation, he/she shall remain on behavioral probation for an additional quarter. After the second full quarter on behavioral probation, students who do not meet the terms of probation may be asked to withdraw from the school.

A conference will be held with the student, the parents, a school counselor, and the dean of discipline, to discuss the terms of probation and to work out a plan of action for the student.

Students on probation shall meet weekly with his/her assigned counselor for the purpose of working on behavior problems in a counseling situation. Failure to meet with the counselor as scheduled shall be grounds for further referrals. Progress of students on probation is available through the online RenWeb system.

A probationary period gives an undisciplined student the opportunity to improve. It also gives opportunity to counsel, review, and take specific action with a student during and at the end of the probationary period.

Students may have other terms of probation, which are spelled out in the individual probation contract with the student. These terms would supersede any conflicting procedures spelled out above.

Students on probation are ineligible to run for or hold student office while on probation.

## **Compliance with State Law**

In accordance with state law, Dominion Christian Schools is required to report certain violations to the Department of Driver Services; a student's driving permit or license may be suspended as a result.

- These offenses will be reported to the appropriate authorities:
- Threatening, striking, or causing bodily harm to a teacher or other school personnel;
- Possession or sale of drugs or alcohol on school property or at a school sponsored event;
- Possession or use of a weapon on school property or at a school sponsored event;

- Any sexual offense prohibited under Chapter 6 of Title 16 of the Code of Georgia; or
- Causing substantial physical or visible bodily harm to or seriously disfiguring another person, including another student.

## **Search and Seizure**

To maintain order and discipline in the school and to protect the safety and welfare of students and personnel, school authorities may search a student, student lockers, or student automobiles under the circumstances outlined below and may seize illegal, unauthorized, or contraband materials discovered in the search.

A student's failure to permit searches and seizures as provided in this policy will be considered grounds for disciplinary action.

### **Personal Searches**

- A student's person and/or personal effects (*e.g.*, purse, book bag, etc.) may be searched whenever a school authority has reasonable suspicion to believe that the student is in possession of illegal or unauthorized materials.
- If a pat down or a more intrusive search of a student's person is needed, it will be conducted by a law enforcement officer.

### **Locker Searches**

Student lockers are school property and remain at all times under the control of the school; however, students are expected to assume full responsibility for the security of their lockers. School authorities for any reason may conduct periodic general inspections of lockers at any time without notice, without student consent, and without a search warrant.

### **Automobile Searches**

Students are permitted to park on school premises as a matter of privilege, not of right. The school retains authority to conduct routine patrols of student parking lots and inspections of the exteriors of student automobile on school property. The interiors of student vehicles may be inspected whenever a school authority has reasonable suspicion to believe that illegal or unauthorized materials are contained inside. Such patrols and inspections may be conducted without notice, without student consent, and without a search warrant.

### **Seizure of Illegal Materials**

If a properly conducted search yields illegal or contraband materials, such findings shall be turned over to the proper legal authorities for ultimate disposition.

## **Counseling**

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Counseling at Dominion is provided by trained licensed Christian counselors. They will serve as counselors to students on academic and behavior probation, as well as students and parents who request their services. They will also serve as mediators during disputes when necessary. The following guidelines have been established:

- Students may set up an appointment to speak with counselors at anytime for counseling. If counseling is to occur on a regular basis (more than once), a permission slip will be sent home to the parents so that they may give permission for continued counseling.
- Parents and school administrators are entitled to know the general direction of counseling sessions, but the exact communication of a session is held under strict confidence. The following are exceptions to this rule of confidentiality:
  - When information that indicates harm to oneself or another is shared in a session, the counselor must notify the persons in harm, the parents, the administration, and the appropriate law officials.
  - When information that indicates child or elder abuse is shared in a session, the counselor must report that information to the appropriate authorities.

## **Academic Coaching**

Academic Coaching, a program for students with identified special learning needs, consists of a daily guided study hall in which students are tutored, agendas are monitored, and progress is charted by a counselor who serves as academic coach. As part of the program, students are counseled in a weekly session by a counselor of their gender. Students who struggle with academic proficiency but who do not have identified learning differences may join Academic Coaching under contract as space permits.

## **College and Career**

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College counseling is offered to students in the high school. Students with confirmation of application may request up to five transcripts to be sent to colleges. After five transcripts, a fee of \$5.00 per transcript will be assessed.

Career Direct is a required vocational assessment which measures career interest, skills, personality and values. Results are reviewed with parents and students. This service is given to juniors in their second semester at Dominion and is free of charge.

## **Directory Information**

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Family and student contact information is provided through [www.RenWeb.com](http://www.RenWeb.com). Please respect the privacy of our school families; we ask that you not use the directory as a source of names for outside sources or businesses or for direct solicitations of non-school business.

The following information is considered “directory information” (under terms of the “Family Educational Rights and Privacy Act”) and may be published or disseminated as appropriate: name of student and parents; home address; home phone number; student’s birth date; e-mail address(es); class schedule; height and weight (for students involved in athletics); dates of attendance; honors and awards; clubs and teams to which the student belongs; pictures of the student participating in school events. If you would prefer that any or all of this information not be released (for example, in the official student directory), please notify the school office in writing, letting us know which information you do not want classified as “directory information.”

Dominion Christian Schools may release such directory information to college and/or military recruiters. If you wish that such information not be made available to any recruiters, please notify the school office in writing.

## Dress Code

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At Dominion Christian Schools, uniforms are a significant part of educational life. The guiding principles of the Dominion Christian Schools dress code are designed to provide an environment that is most conducive to the learning process. These principles incorporate cleanliness, neatness, and modesty as standards of expectation. Parents are asked to insure that their children dress in compliance with the following standards. Our administration is responsible to interpret and enforce these policies. Therefore, “Whatever you do, do all to the glory of God” (1 Corinthians 10:31); “Be imitators...of Christ” (1 Corinthians 11:1); “Let all things be done decently and in order” (1 Corinthians 14:40); “Likewise, I want women to adorn themselves with proper clothing, modestly and discreetly” (1 Timothy 2:9).

School is a place of learning, a place to prepare oneself for adult life. How one dresses says something about him. In adult life, we expect lawyers, doctors, preachers, businessmen, teachers, and laborers to dress in keeping with their occupations. Likewise, we want our children to see their “calling” in life at this time to be students. This concept is reinforced by the wearing of appropriate uniforms.

Student uniforms will be checked when the student checks in at homeroom each morning. Students who are not in conformity to the dress code will be subject to penalty as outlined in our discipline policy. If there is doubt about a particular item of clothing being allowable, the proper procedure is to bring (not wear) it to school first, and ask the teacher or principal about it.

### Girl’s Chapel Uniform

- White oxford shirt (a true traditional oxford style - short or long sleeves)
- Undershirts must be white with no lettering or printing on the body of the shirt or on the sleeves
- Plaid uniform skirt or plaid uniform skort – Uniform Source
- Uniform skirts shall be no shorter than the top of the knee when standing and sized appropriately
- Solid white, black, grey or navy tights, leggings, knee highs, or crew socks
- Shoes – closed heel, closed toe, black or brown dress shoes; top-siders black, brown or tan.
- In cold-weather months (as determined by the administration), boots – black, brown or tan.
- Toms or canvas-style shoes are not acceptable for chapel day.
- As new or additional styles of shoes come available, these will be approved or disallowed at the discretion of the administration.

### Boy’s Chapel Uniform

- All uniform items must be worn clean, neat and wrinkle-free.
- White oxford shirt (a true traditional oxford style - short or long sleeves)
- Undershirts must be white with no lettering or printing on the body of the shirt or on the sleeves.
- Tie, approved striped tie from Uniform Source. Ties must be properly tied, covering the top shirt button and all shirt buttons buttoned.
- Navy dress or Docker-style slacks (no cargo pants, outside pockets, or outside stitching on pockets)
- Slacks must be the appropriate length, and not be cut or torn at the cuffs.
- Shoes – closed heel, black or brown dress shoes; top-siders black, brown or tan. Canvas-style shoes are not acceptable for chapel day.
- Belts – black or brown dress belt must be worn

- Dark dress socks (black or navy) – no anklets

## Approved Outerwear

- Fleece Jacket w/ embroidered DCS logo
- Hooded Sweatshirt w/ DCS logo
- Navy Crew Neck Cardigan w/ DCS Embroidered logo – Uniform Source
- Navy V-Neck Sweater Vest or Pullover w/ DCS Embroidered logo – Uniform Source
- Embroidered Dominion Logo jackets – Available thru various coaches (Letter Jackets, Cheerleading, & Sports)

## General Uniform Policies for Non-Chapel Days

- All uniform items must be worn appropriately sized, clean, neat and wrinkle-free.
- Solid white, Columbia blue or navy polo shirt w/logo – Uniform Source; or white oxford shirt. Note: uniform polo shirts must be purchased from Uniform source or the used uniform sale (held annually in July).
- Undershirts must be either white, navy, gray or Columbia blue with no lettering or printing on the body of the shirt or on the sleeves.
- Optional sweatshirt, sweater or fleece jacket with school logo – Uniform Source
- Khaki or navy pants, Capri pants (girls only), or shorts – Docker-style (no hip huggers, outside pockets, cargo pants, or jean style (outside stitched pockets permitted)
- Pants and shorts must be the appropriate length, and not be cut or torn at the cuffs. Shorts shall be no shorter than the top of the knee when standing.
- Dress shoes - black or brown
- Casual or Athletic shoes
- In cold-weather months (as determined by the administration), boots may be worn – black, brown or tan.
- Girls may wear uniform skirts (chapel pattern, solid navy or khaki); skirts shall be no shorter than the top of the knee when standing.
- If worn, tights, leggings, knee highs, or crew socks must be solid white, black, grey or navy.
- Athletic teams and student organizations *may* wear their official team t-shirt (or other shirt approved by the coach and the principal), subject to the following guidelines:
  - Chapel uniforms ***always*** take priority over team or club shirts. Students are ***always*** to wear chapel uniforms on chapel days (except with explicit approval from the principal).
  - Regulation uniform pants or appropriate (and approved) team uniform pants or warm-ups must be worn.
  - Approved team wear may be worn only on the day of a game or activity. If this day coincides with a jeans day, jeans day policy with regard to discipline takes precedence.
- DCS polo shirts may be worn outside the pants (not tucked in), unless they are unreasonably long. *All* other shirrtails (undergarments and oxford dress shirts) are to be tucked in at all times while on campus. Shirrtails must be long enough to remain tucked in, even with arms raised above the head or when the student is seated.
- Girls' pants and capris must be of a feminine cut (no low cut hip huggers).
- Shirts, pants, and skirts must be appropriately sized.
- Pants must be worn at the waist, and must not be low enough for the student's undergarments to be visible. Wearing the shirrtail long enough to cover the undergarments is not allowed.

- Inside the building, during school hours, students may not wear any non-uniform outerwear (jackets, sweatshirts, etc.). Any official DCS logo item (including team athletic jackets) is acceptable. All other outerwear must be left in the student's locker from before he/she checks in for homeroom until he/she leaves the building.
- Shirts (whether on uniform days or Jeans Days) shall be buttoned up to one button from the top.
- Boys are not allowed to wear earrings at school or at any school function. Girls may wear no more than two pairs of earrings in each ear.
- DCS does not approve of tattoos or body piercing. These may not be visible at any time at school or at school functions.
- Hats may not be worn inside the building at any time.
- Bedroom slippers, sandals or flip-flops or "fivefinger"-styled shoes may not be worn on any uniform days – all shoes must be closed toed and heel.
- Make-up and nail polish must be appropriate and conservative.
- Hair shall be neatly groomed in a conservative style. No beards or mustaches are permitted for students. No unnatural dying of hair is permitted. When combed normally, boys' hair should be off the collar, above the eyebrows and no longer than the bottom of the ear. No radical hairstyles or cuts are permitted. Haircuts which are unusually shaved or spiked are not allowed. Braids and tails and not appropriate. Sideburns may come to the bottom of the ear.
- Jewelry that is offensive, distracts, or is studded or pointed is unacceptable. Heavy chains are not allowed.
- "Jeans Days" will be announced.
  - On these days, students who have had no demerits or other disciplinary violations since the previous Jeans Day may wear non-uniform clothing, subject to guidelines of modesty and good taste. All attire must meet Dominion's guidelines in regards to fit, length and style.
  - Pants or shorts are required on Jeans Day. Girls may wear skirts. Boys may not wear kilts or similar attire.
  - Athletes, who are not eligible for Jeans Day, are required to be in standard school uniform and may not dress in official game-day attire.
- Shirt and shoes are required in main school building and on campus at all times. Exception to this rule is only at the discretion and supervision of a coach or PE instructor in the gymnasium, weight room, or outside during athletic activities.
- Appropriate undergarments must be worn at all times.
- Determinations as to appropriateness of dress and appearance standards will be left to the judgment of the administration.

**Jeans Day attire is subject to the following guidelines:**

- **Pants and Shorts**
  - must be size-appropriate – waist, seat, and inseam; must be hemmed or cuffed
  - need to fit appropriately and be in good condition, without holes and tears.
- **Skirts and Dresses**
  - Skirts must be size appropriate and be worn at the waistline
  - Shoulders must be covered and arm holes must be tight fitting
  - Length must be appropriate (top of the kneecap or longer)
  - Slits in skirts must be appropriate (no slit above the top of the kneecap)

- **Shoes**
  - Shoes must be worn at all times; bedroom slippers are not appropriate for school.
- **Not approved for school wear on Jeans Days**
  - Pants that touch the ground or floor
  - Wide legged pants, skin-tight pants, form-fitting clothing
  - Holes or patches in clothing
  - Pants and skirts that have designed or intentionally modified frayed ends
  - See-through clothing
  - Emblems, insignias, badges, tattoos, or other symbols where the effect thereof is to unreasonably attract the attention of other students or cause disruption or interference with the operation of the school
  - Hats, sunglasses, and caps are not to be worn in the school building unless approved for special occasions
  - Chains hanging from wallets or clothing
  - Exposure of undergarments of any type
  - Visible piercing type jewelry or paraphernalia (other than the ears) including tongue piercing is not allowed
  - Display or wearing of any gang articles, paraphernalia, or clothing that can be construed as being gang related (e.g., bandanas, sweat bands, head rags, etc.)
  - Jewelry that is offensive, distracts, or is studded or pointed is unacceptable. Heavy chains are not allowed.
  - Other clothing which is deemed inappropriate by the administration.

## **Dropping and Adding Classes**

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Every effort is made to place students in courses that are appropriate. In some circumstances, a student may not be properly placed and will need to change his/her academic schedule. Juniors and seniors who wish to drop or add a course must consult with the principal to make sure a change will not jeopardize graduation plans. Class change may occur as late as the end of the first week of the semester without penalty.

## **Fire Drills**

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Periodic fire drills will be held. Students are taught to exit the building quickly. Rules for fire drills are lights out, windows closed, walk quickly, single file, books should be left in the room, do not return to the building until an all clear is given, students should remain with their teacher and classmates.

## **Grade Classification and Advancement**

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It is the policy of the Dominion Christian Schools that each student be placed at an appropriate grade level. Middle school students will be advanced to their next grade level by passing a minimum four of five core subjects of English, mathematics, social studies, science and Bible.

High school students will be classified according to this plan, based on how many credits they have completed with passing grades at the beginning of the school year:

- Freshman      0 – 4.5 hours
- Sophomore    5 – 10.5 hours
- Junior         11 – 16.5 hours
- Senior         17 or more hours

## Grading

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Student grade point averages will be calculated each semester. The cumulative GPA will be listed on the student transcripts. GPAs will be figured based upon total quality points divided by the number of classes.

All Accelerated College Preparatory and AP level courses will have an addition weighting. We are also changing the GPA for our College Prep classes to reflect the rigor in that class. This will go into effect immediately as we enter the new factors. Thus weighting is as follows:

The school will publish and post the honor roll each quarter. The honors program is as follows:

- High honors    GPA    3.50 or better
- Honors         GPA    3.49 - 3.00

At the end of each quarter, report cards will be mailed to the student's home address. Students whose parents have unpaid balances on their tuition accounts, or students with any kind of lien on their report card, such as library fines, book or other damage fines, unpaid athletic fees, etc., will not be issued a report card until the debt is paid.

At approximately the halfway point of each quarter, mid-term reports are emailed, listing the grade average for the classes at that point. They serve as advance notice of grades which may need the parent's attention. Request for a printed copy of the mid-term can be made at the school office.

Work in any course which is incomplete at the end of the semester may receive a grade of "I" for "Incomplete." All such grades will be converted to a regular grade during the first three weeks of the new reporting period (or within 3 weeks of the closing of school if awarded during the last semester). Work not made up within the 3-week time limit will not be counted.

All grade changes for report cards must be completed during the first 3 weeks of the new reporting period (or within 3 weeks of the closing of school if awarded during the last semester).

RenWeb can send weekly progress reports or reports of assignments receiving a zero. Please contact the dean of counseling to set up this feature.

Letter	College Prep	Accelerated College Preparatory	AP
A+	4.33	4.98	5.41
A	4.17	4.80	5.21
A-	4.00	4.60	5.00
B+	3.33	3.83	4.16
B	3.17	3.65	3.96
B-	3.00	3.45	3.75
C+	2.33	2.68	2.91
C	2.17	2.50	2.71
C-	2.00	2.30	2.50
D+	1.33	1.53	1.66
D	1.17	1.35	1.46
D-	1.00	1.15	1.25
F	0	0.00	0.0

## Graduation Requirements

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Most schools have differing graduation requirements for college-bound students and non-college-bound students. One of the distinctives of a DCS education is that all students receive a superior education, one that will prepare them for whatever responsibility God might assign to them. Students who are not planning to attend college will still have an excellent educational training, and those planning on college will be well prepared for their future studies.

A diploma from Dominion Christian Schools is an honor and a privilege. It is a certification that the student has met the requirements for graduation, and that those requirements have been met in accord with the academic standards of Dominion Christian Schools. In order to protect the integrity of our diploma, the following requirements must be met if a student is to receive that diploma:

1. Students must meet all academic requirements regarding the total number of credits and the distribution of those credits among the various subject areas, according to the following chart:

Courses	Units
Bible	4 (may be adjusted for students transferring from public schools) Students must take Bible courses at DCS each semester they are enrolled at DCS.
English	4
Mathematics	4
History	4 (must include world studies, United States history, and economics/government)
Science	4 (must include one physical science course and one life science course)
Health	½
Physical Education	½
Foreign Language	3 (2 years of the same language)
Technology/ Fine Arts	½ credit in computer/keyboarding ½ credit in fine arts (music, art, drama) ½ additional credit in either computer or fine arts
Electives (in addition to above)	1 ½
Freshmen	All freshmen are required to take the “Freshman Academy” course.
<b>Total</b>	27credits (28 for the class of 2014)

2. Dominion Christian Schools accepts transfer credits from other schools and from home schools (for courses taken before the student begins his/her first semester at Dominion), as long as the courses are comparable to courses required at DCS.
3. After a student begins his/her first semester at DCS, all course work (whether make-up work or courses taken for advancement) must be
  - Taken at DCS, or
  - Taken from an *accredited* school or online course provider, or
  - Taken from a DCS faculty member
4. While students are enrolled at DCS, during the school year they must be enrolled in courses taught at DCS. Students may not take courses from other sources (correspondence, college) concurrently with

- enrollment at DCS, *if* comparable courses are also taught at DCS. This may be waived if there is an irreconcilable schedule conflict with the DCS course, preventing the student from enrolling in it.
5. After a student begins his/her first semester at DCS, summer courses taken through an approved online course provider or through another school will only be allowed in the following cases:
    - a. The student has previously taken the course at DCS and has failed it, and must take it to meet graduation requirements.
    - b. The student wants to take a course which is not offered at DCS. These must receive prior approval from the principal or the academic dean.
    - c. The student needs to take a course to meet graduation requirements, but is not able to take it during the regular school day. Note: This does *not* apply when the student simply desires to arrange an early dismissal from school, or if there are alternative classes available in the schedule. It only applies when it is impossible to schedule the needed class in the normal school day.
  6. Students who enroll in approved online courses during the summer must complete all such work before the first day of the school year. Work which is not completed by that time will not be accepted for credit. This serves both to protect the integrity of a Dominion diploma, and to prevent the student from becoming overloaded from having to complete work at school and online at the same time.
  7. In their senior year, students must meet the following requirements:
    - a. In order to receive a DCS diploma, students must be enrolled at Dominion for their entire senior year, not just one semester. This requirement may be waived by the principal or academic dean only in unusual circumstances (such as parents moving to the area due to a job transfer).
    - b. Students must take Bible classes at DCS both semesters.
    - c. Students must be enrolled in at least two courses at DCS from the other core subject areas (English, history, mathematics, science). No more than one of these two courses may be fulfilled by having taken the course *from DCS* in an earlier year (for example, taking two science courses in the junior year).
    - d. Students must be enrolled in, and pass, a minimum of four credits in classes taught on campus at DCS. One of these credits may be waived for students taking a college-level course on a joint-enrollment basis at a local college or university, as long as the previous requirement (regarding core subjects at DCS) is also met, and as long as the overall graduation requirements (number of credits needed) are met.
    - e. Seniors who fail a course required for graduation must complete make-up work (which must meet the standards above for acceptable work) no later than the first day of the next school year in order to receive a DCS diploma. If that cannot be done, the student may re-enroll as a regular student at DCS for the next year to receive a Dominion diploma.
    - f. Seniors who are not receiving a diploma on graduation day, for any reason, are not eligible to participate in graduation exercises. We believe the graduation ceremony should serve to recognize and honor those who have properly completed all graduation requirements and have earned a DCS diploma. Students who do not pass required courses may receive a DCS diploma the following summer, but they are not allowed to participate in the graduation program.

In addition, students must have completed 10 hours of volunteer service work for each year they are students at Dominion from the date of enrollment. For students who complete four years at Dominion, this will mean they must complete 40 hours of service work by the time they graduate. Students transferring in to Dominion need to complete 10 hours for each year they are enrolled at Dominion. A form is to be completed and turned in to the principal, describing the work done. The registrar will keep track of the hours worked, and will send out regular reports to let you know of your status. Please do not delay in completing your service hours. Students will *not* be allowed to graduate without the proper number of hours, and procrastination may result in problems in getting appropriate service work completed. Ten hours per year is actually a very minimal requirement, and should be easily accomplished.

Rank in class for graduation purposes is calculated by the student's cumulative GPA. For purposes of graduation, this is calculated in January, using the cumulative GPA through the first semester of the senior year.

In order to provide recognition to those students who have attended Dominion for several years, the senior class Valedictorian and Salutatorian must have been students at Dominion for all four semesters of their junior and senior years.

## Help Class (Office Hours)

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The program of studies at Dominion Christian Schools is a rigorous course of studies. Much is required of our students. However, we do not have a "sink or swim" attitude – while we set high standards, we do all we can to help students achieve those high standards. One means for doing this is the help class. Teachers regularly meet with students, either individually or in small groups, to give additional help as needed with the course work. These help sessions may take place before school, during lunch or study halls, or after school, as mutually agreed upon by the teacher and students.

It is the responsibility of the student to ask the teacher about these help sessions. However, teachers will encourage and request students to attend help class. When a student asks the teacher about additional help, our teachers are more than glad to work out a suitable time.

Help Class is here for the benefit of the students, and students should make every effort to avail themselves of it. Attendance at Help Class is not required. However, students who are struggling in class, but who make no effort to attend Help Class, may be showing that they are not willing to exert the effort needed to succeed at DCS. Students who make the extra effort to get help when needed will find that they can do quite well at Dominion.

## Homework

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Homework at Dominion Christian Schools is not an option; it is part of the general course requirements. DCS students should expect some form of homework each night. Laxity in completing assignments or severe cases of homework neglect may result in disciplinary action. It is the student's responsibility to ensure they have all homework assignments before leaving for the day.

Parents are a valuable aid in establishing good study habits for their student by insisting on a regular study time, free from distractions. Although written assignments are important, students should also be aware that study and reading assignments are integral parts of a student's academic success.

Homework serves one of several purposes:

- **Practice.** Students may be given homework to provide them with extra practice on some skill which was introduced in class. Students should be somewhat familiar with the skills, and should be able to complete the assignments with little or no outside help. If the student is consistently not able to do practice homework with little or no help, contact the teacher.
- **Preparation or Elaboration.** Students may be assigned homework which prepares them for content which is to be covered in class (for example, reading a chapter in the textbook before it is discussed). They may also be given assignments which have them elaborate or expand on material taught in class (for example, a written assignment which explains some application of a concept taught in class).

- **Long Term Projects.** *Examples* of these would be research papers or class presentations. Students should budget their use of time by setting intermediate deadlines, and by working regularly on the project (instead of waiting until a day or two before the deadline).

When a student is absent, it is the student's responsibility to call someone in the classes in order to get homework assignments. **Please do not call** the school and ask the office staff to gather the homework assignments. That means the office staff and the teachers must take class time to write up homework assignments for each individual who calls at any time during the day. This is very time-consuming and could cause many interruptions of class during the day. Assignments are available on [www.RenWeb.com](http://www.RenWeb.com), and can easily be retrieved from there. Further information may be received by contacting responsible students in the various classes.

## Lockers

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Lockers are assigned by the office, and may not be changed without permission. Lockers should be kept organized and clean at all times. Any decoration in the locker must be in good taste. Clearly suggestive or inappropriate photographs, stickers, and those with reference to alcohol, tobacco, and illegal substances may not be displayed. Evidence of such decorations will incur a minimum of one demerit and require removal of all decorations from inside the locker. Anything attached to the locker must be kept neat, and must not be objectionable. All items left on top of or underneath lockers will be collected regularly, and students will need to pay a fine to recover these items. Lockers may not be defaced. Lockers are subject to unannounced inspection by the homeroom teacher or an administrator at any time. Students may not open or disturb the contents of lockers assigned to others.

All lockers have built-in combination locks. The combination is given to the students at the beginning of the school year; students are expected to remember their combinations, and not have to ask the office for this information. The locks are provided for the protection of student belongings. Students who leave their lockers unlocked are responsible for any items missing from their lockers.

## Meals

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Hot lunches are available for purchase, or students may bring their own lunches from home. Order forms for hot lunches are emailed and are available online at [www.RenWeb.com](http://www.RenWeb.com). These forms are also available at the front office. These are to be filled out and returned to school **by the printed deadline**, with the appropriate money. All lunches are ordered in advance. Please do not include lunch money in the same check with other payments, as the funds are kept separate. Also, please send either a check (made out to Dominion Christian Schools) or the **exact** change in cash, as we cannot be responsible for sending change back home to you.

Morning snacks and lunches are to be eaten in the lunchroom, or in a teacher's classroom **with the specific permission and supervision** of that teacher.

Seniors **only** may leave campus for lunch on **Tuesdays** and **Fridays**, subject to the following policies:

- They must have a signed permission form on file in the office before they may leave.
- They must sign out at the front office each time they leave and sign in on return to school.
- They must return to campus and be ready for their fifth period class on time.
- They must drive properly and carefully.

- Seniors who violate these standards will have their off-campus lunch privileges revoked and may be subject to appropriate disciplinary action.

Students are expected to keep the eating areas neat and clean at all times.

## Medication

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When taking medication is necessary for a student to be able to attend school, a parent may request the office to give prescribed medicine based upon the following:

- Parent(s) submit a signed request form - available in the office.
- Medicine must be labeled with the student's name, doctor, pharmacy, and specific dosage requirements. Unlabeled medications will not be given at school. Medicine should be brought to school, whenever possible, by the parent.
- Only one week's measured dosage of medication shall be accepted, except for students for whom long term medications have been prescribed.
- An excuse will be provided for the student to present to his/her teacher to come to the office for medication. It is the student's responsibility to report to the office at the appropriate time.

## Messages and Telephone Calls

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Messages from parents are typically delivered to students at the end of a class period. Classes will not be interrupted to deliver messages except in cases of dire emergency.

Students who wish to make a telephone call may go to the office and request to use the telephone at the window. Students are not permitted to use cell phones during school hours (see policy on electronic devices).

Note: Students will be permitted to use cell phones during a school emergency.

## Official School Documents

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DCS is glad to provide official documents needed by you and your student for such things as driver's license applications and admission to colleges and other schools. However, in order to take care of your needs in an orderly way, we need to ask you to follow these guidelines:

- We will provide you with these documents with 24-hour notice (except as noted below). Due to the many responsibilities our office staff has, they cannot handle such requests on a "spur-of-the-moment" basis.
- We will be glad to mail the transcripts directly to the school or college for you, or we can give them to you in a sealed envelope. These will be provided/mailed as soon as clearance is received from the Business Office. Transcript requests take up to a week to process, so please plan accordingly. You may submit transcript requests online at the Dominion web site.
- The original copy of the drug awareness certificate, given upon completion of the drug awareness course, is provided at no charge. Replacement certificates will cost \$10 each.
- We will provide two notarized attendance certificates (one for the learners permit and the other for the regular license) at no cost. Additional certificates will cost \$10 each. Please note: These certificates are

only good for 30 days from the date we give them to you. If you do not get the permit/license within the 30 days, you will need another certificate, and will incur the additional fee.

## **Parent-School Relations**

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Dominion Christian Schools seeks to serve parents as they (the parents) fulfill their God-given responsibilities for the Christian nurture of their children (based on Deuteronomy 6). Thus, our goal is to establish a spirit of cooperation and mutual understanding in school policies and practices.

Unfortunately, in our sin-ridden world, particular circumstances may arise which necessitate special consideration in the parent-school relationship.

### **Divorce**

In cases of divorce, the school's primary relationship and contact is with the parent who has signed the school's agreement forms, and who is paying the tuition for the student. This is often the parent with primary custody of the student. However, Dominion does reserve the right to contact non-custodial parents and involve them in academic or counseling issues. If the situation warrants, we will inform the custodial parent of such contact.

Non-custodial parents have the right to participate in parent-teacher conferences, receive report cards and progress reports, and get copies of educational records, following the same guidelines as for custodial parents. It is understood, however, that such records will not be released to either parent if the tuition account or other financial matters are in arrears.

If there is a court order explicitly prohibiting or restricting such contact or access to records, the school must have a copy of that order on file.

### **Students Leaving Home**

Our agreement is with the parents directly. The student must be under the authority of his/her parents or other appropriate guardian. Therefore, if the school is made aware of a situation in which the student is no longer living at home with his/her parents or a guardian approved by the parents, that student will no longer be allowed to attend Dominion.

## **Parent-Teacher Conferences**

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Parent-teacher conferences are encouraged at any time during the year and may be initiated by the teacher or parent. To facilitate conferences, parents are asked to call the school office and leave a message for the teacher or email the teacher they wish to see. The teacher will respond at his or her earliest possible convenience.

Conferences will be set up at the close of the first and third reporting periods. Parents may request conferences with any or all of their student's teachers. We ask that parents not engage teachers in unscheduled conferences before, during, or after school, as teachers may be rushed due to their schedule and not be able to properly address your concerns.

## Participation in Promotional Materials

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From time to time, DCS will photograph or videotape students and student activities, and may include these in school publications and promotional materials. General parental consent is given for the students to be photographed or videotaped by the school in the course of school activities. Consent is also given for DCS to use any photographs or videotapes in these publications or promotional materials, unless the parents send a signed note requesting otherwise.

## Plagiarism and Cheating

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Dominion Christian Schools views plagiarism as a serious offense (as do most colleges and universities). Plagiarism is representing material as being the work of the student, when it is in fact the work of others. Thus, it involves dishonesty. In addition, plagiarism denies to the student the learning benefits of research and study. Students who turn in plagiarized papers receive no learning benefits from the work.

We view cheating (such as copying answers on a test, from notes, a book, or another student, or copying homework assignments) the same way as plagiarism.

Plagiarism is treated as a serious offense at Dominion, because it is a denial of two key purposes of the school:

1. Plagiarism is fundamentally a matter of dishonesty and a violation of integrity. Thus, it violates the distinctively Christian perspective upon which DCS is based.
2. Plagiarism is an attack on academic integrity, in that the student is seeking to circumvent the learning process and receive grades which he/she has not earned. Thus, it violates the fundamental academic purpose of Dominion Christian Schools.

With easy Internet access, it is now very easy for students to plagiarize. They need only copy information from Web sites, or access one of the various “cheat” sites that offer pre-written research papers. But ease of access does not justify violation of scholarly standards, nor does it legitimize violation of the ninth commandment.

Therefore, Dominion Christian Schools imposes stiff penalties for plagiarism. These penalties involve both academic and disciplinary consequences. These will apply for both minor cheating and plagiarism (unauthorized help on homework, use of non-attributed quotations occasionally in a paper), and more extensive cheating and plagiarism (such as copying an entire paper wholesale from another source, with only minor editing, copying homework, cheating on tests).

- **Academic penalties:** The penalty for plagiarism may be a zero on the paper, and a requirement that the paper be re-written properly (with no grade).
- **Disciplinary penalties:** There will be a graduated system of penalties, based on the Biblical teaching that “to whom much is given, much is required” (Luke 12:48). (See above under “Discipline” for further explanation of our system of referrals.) Repeated instances of plagiarism will result in increasing penalties.
  - **Freshmen:** Plagiarism may result in one referral, which involves at the minimum a contact with the parents.
  - **Sophomores:** Plagiarism may result in two referrals, which not only includes contact with the parents, but also places the student on behavioral probation.

- **Juniors and Seniors:** Plagiarism may result in three referrals, which would involve at the minimum a one-day out-of-school suspension. This could place the student at or beyond his/her fifth referral, which could result in expulsion.

## School Closings

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Severe or inclement weather may make it necessary for DCS to open late or be closed for an entire school day. We will utilize our school website and local media to broadcast our closings. Information will be communicated to radio - WGST (640AM) and television - WSB (channel 2) & WXIA (channel 11). Please check for closings on one of those stations. DCS does follow Cobb County School System in regard to severe weather closing.

## School Records

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The following individuals/groups have the right to inspect student records without prior written consent: The Headmaster, Principal, Deans, Counselors and Registrar

- Accrediting organizations for accomplishing accrediting functions, in the presence of an administrator.
- Educational testing organizations for purposes of test validation and development, in the presence of an administrator.
- Appropriate persons have access in the event of health and safety emergencies, in the presence of an administrator.
- Parents or acting guardians of students, in the presence of an administrator.
- Teachers and support staff when needed to assist the educational process, in the presence of an administrator.
- No other person may obtain access to information contained within the student record without written consent from the parent. (Family Educational Rights and Privacy Act of 1974)

## Senior Privileges and Responsibilities

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We believe those students who have persevered in their education until their senior year have earned certain privileges.

Seniors will have a section of the parking lot reserved for their use Seniors may go off-campus for lunch on Tuesdays and Fridays.

It is our desire that students take full advantage of the educational opportunities provided at Dominion. However, under permission of the parents, seniors, whose schedule permits, may leave campus after their last class of the day, but no earlier than lunch. In partnering with families, Dominion takes great care and is intentional about supervision, accountability and safety of its students. Therefore, this provision is made under the following stipulations:

- The student must have written permission form on file with the office.
- Students must check out at school office each day.
- They must leave campus (all school property) and not return before 3 pm.
- Students cannot remain on campus, during school hours, unscheduled; students who are not able to leave campus will be scheduled a study hall or, if desired, a class (as availability permits).
- Students are not allowed to “hang out” on school property during school hours – they must be enrolled in a class or study hall.

Along with these privileges go certain responsibilities (“to whom much is given, much is required” – Luke 12:48). Seniors who violate these responsibilities will lose the appropriate privileges, either on an individual basis or as a whole, and either for a limited period of time or for the remainder of the school year.

Above all, seniors are to be examples to the younger students. They are to display godly character, academic excellence and integrity, an attitude of service to underclassmen, and proper leadership characteristics.

- If an underclassman parks in the senior parking area, seniors are not to execute “vigilante justice.” Instead, they are to inform an administrator, who will take appropriate action.
- Seniors may not go elsewhere on campus during lunch, and may not leave campus, except as already outlined.
- Seniors who leave campus for lunch must drive carefully and within the law (wearing seat belts, observing limits on the number of passengers in a car, etc.).
- Seniors who leave campus for lunch are still responsible for being on time to their 5<sup>th</sup> period classes. It is no excuse to plead that traffic was excessive, or that the lines at the restaurant were long.

The following are not available to seniors as “senior privileges:”

- There is no officially-sanctioned “senior trip.” If students and/or parents wish to organize some group trip on their own, they may do so. However, they may not use the Dominion Christian Schools name as they make arrangements (such as reserving rooms in the name of “DCS Seniors”). Any classes missed due to any such trip will be considered unexcused absences. (Suggestion: check the calendar for the dates of Spring Break. Also, there is an official senior day off in April, during the administration of standardized tests to the underclassmen.)
- There is no officially-sanctioned “senior prank.” Students will not be allowed into the buildings after hours for any such prank, and any actions done by seniors may be disciplinable offenses. Dominion is an academic institution, and “senior pranks” interfere with that academic work for all students.

## **Student Drivers**

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Students who wish to drive their own cars to school must realize that driving is a privilege that may be revoked for failure to abide by the following:

- Park only in designated parking spaces.
- All students must register their vehicle with the front office.
- Drive in a safe and courteous manner when in transit to and from school and on church/school property.
- Once at school, the car must be parked, locked, and vacated immediately.
- Students are not allowed to return to or sit in cars during the day.
- The only students allowed to leave campus during the school day are seniors on approved early release plans and seniors on designated senior lunch days. Any other students leaving campus unexcused will be considered to be truant.

## Student Organizations

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**Student Government Association (SGA):** The SGA consists of a president, vice-president, secretary, treasurer, and class representatives (two from each class) based on nominations by students and approved by the faculty, and elected by students in the spring of each year (in the fall for freshman representatives). The purpose of the SGA is to organize student activities, present student opinions to the administration, promote enthusiastic school spirit, and to provide opportunities for experience as servant-leaders. The SGA is also responsible for the organization and operation of the daily lunch program.

**Honors Organizations:** DCS sponsors three national honors organizations. Students (sophomores, juniors, and seniors) are invited to join these organizations in September of each year. Eligibility is calculated shortly after the beginning of each school year, and only students who have completed a full year of attendance at Dominion are eligible (in accordance with national membership standards). As students are considered for invitation for membership, other factors besides GPA are taken into account, such as leadership, character, and service.

- National Honor Society: The NHS is open to all sophomores, juniors, and seniors who have a cumulative GPA of 3.5 or higher.
- Beta Club: The Beta Club is open to all students who have a cumulative GPA of 3.0 or higher and a cumulative GPA of 3.5 or higher in the humanities (Bible, English, history, and foreign languages).
- Mu Alpha Theta: Mu Alpha Theta is a national honor society in mathematics. It is open to all students with a cumulative GPA of 3.0 or higher, and a cumulative GPA of 3.5 or higher in mathematics courses, and who have taken at least two high school mathematics courses and are currently enrolled in a mathematics course.

Members whose GPA falls below the eligibility standards are placed on probation by that organization for one semester. If their GPA at the end of that semester is still below the standard, they are permanently dropped from membership in that honor society (in accordance with national membership standards).

**Special Interest Clubs:** There is a variety of clubs for various interests available. Information about these, along with their meeting times, will be announced at the beginning of the school year.

**Note:** Clubs are not granted an automatic “right” to take students off campus for parties or other activities. Any such activities must be related to the purpose of the club, and must be such as can only be carried out during the school day. Any such activities must be approved in advance by the principal.

## Study Hall

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Students may have study hall times during the week. These are to be used wisely by the students. This is not a time for socializing or sleeping. Students are expected to come to study hall with study materials, and are to be reading or writing during the study hall time.

## Testing

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In addition to regular classroom testing that is presented throughout the term, the following testing is also conducted. A battery of national standardized achievement tests will be administered each school year to students in grades 9, 10, & 11. The administration coordinates students taking the PSAT, ACT, SAT and other

achievement tests. PSATs are mandatory for students. Students are required to take either the ACT or SAT prior to graduation.

A schedule for final exams will be distributed prior to the completion of each term. Final exams are intended to improve and enhance the sequence of student learning. Through a final exam, both student and teacher will be able to monitor the learning that has occurred in the term. The final exam will be a culminating activity that will bring closure to a course and be used as one measure to predict success in the next course.

## **Exam Policies**

All students must take semester exams, with the exception of students who have at least a 90 average in the course based on the semester average and who have 5 or fewer unexcused absences during the semester.

During exam times, all students taking the exam must stay for 1 full hour of exam time; if they have completed the exam at the end of the first full hour, they may leave quietly. Students who leave must go to the lobby, the media center, or clear the building.

Exam days are school days, and so school uniforms must be worn.

A \$20.00 rescheduling fee will be assessed for makeup exams. Payment must be submitted to the school office or school drop box prior to taking the exam. Please make checks payable to DCS.

Students will not be allowed into the exam room after 5 minutes from the beginning of the exam time. The student will be considered absent and will need to plan the missed exam as a makeup.

**Exam dates are scheduled and announced well in advance. Families need to plan vacation and other travel around exam dates. Students will not be allowed to take exams early due to travel or vacation plans, due to test security reasons. Students missing such exams may receive a zero for the exam grade.**

## **Textbooks & Supplies**

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Textbooks, workbooks and supplies are not furnished by the school. They are provided to the students for purchase from an outside vendor. Students are responsible for their books and for their replacement if needed. Books and supplies should be clearly marked as to show ownership. Students are required to provide their own pencils, pens, paper, notebooks, calculator batteries, and any other supplies and materials that may be required by individual teachers.

Textbooks and supplies which are placed in lost and found are held in the office.

## **Transfer Students (Block Schedules)**

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With the prevalence of “block scheduling” in other high schools, Dominion Christian Schools has established the following policies to ensure consistent standards regarding students who transfer to DCS from a block schedule.

By “block scheduling,” we refer to the practice of having classes meet for an extended period of time (typically 90-100 minutes), with only four classes each day. If those classes meet every day of the week, the student will complete one year’s work in one semester. Students would complete four credits the first semester, and four more credits the second semester. The policies outlined below assume some similar form of block scheduling. (There are other types of block schedules, such as the alternate-day plan, in which the students still complete 7 credits over the course of the year. This plan and other similar plans are not addressed here, because they generally cause few problems in transferring credits.)

There are generally no problems in transferring to DCS from a block schedule, if the transfer is done before the beginning of the school year. There may need to be some adjustments in course sequencing, but those adjustments can be made fairly easily.

However, there are several problems that arise when students transfer from a block schedule during the school year:

If the transfer is during the first 4-5 weeks of the first quarter, there should be no problem.

If the transfer is around the end of the first quarter, the student will have covered the equivalent of one semester’s work at the previous school, but in only 4 courses. In those courses, he will be backtracking. But that will not be a penalty. The problem will be in the courses he is not currently taking, especially if he is not taking math or science. He will be jumping into our course after not having had the first quarter of work, and will not have the conceptual background for the material being taught in the second quarter.

If the transfer is significantly later than the beginning of the second quarter, for courses which the student was not taking at the previous school, it would not be just to give the student one semester credit for less than one quarter’s work. Thus, the transfer student will miss out on credit for that semester.

If the transfer is around the end of the first semester, the student will have complete credits for four courses, and no credit for others. Again, this will be most acute in math and science, but will also be impacted by the fact that we cannot give a whole year credit for only one semester work. For example, a student who did not have US History at the previous school will only get  $\frac{1}{2}$  credit for US History if he comes here at the semester break. He will have to make up that other  $\frac{1}{2}$  credit before graduation. A student who has not had geometry at all, for example, cannot come into geometry in the middle of the year, and so would have to wait until the next year for math. But that could delay graduation.

Overall, transfer students must realize that there may be some problems involved in moving from block scheduling to DCS. Some courses may need to be made up during summer school, or students may need to “double up” on courses (taking two English courses in one year, for example). They may need to be patient and sit through material they have already had. They may need to “jump in at the deep end of the pool,” so to speak, and try to learn material for which they have not learned the foundational material.

Dominion Christian Schools desires to welcome students to its program. However, our program simply cannot be adjusted for individual situations, nor can credit simply be “given” for courses in which the requisite work has not been done.

Because of these situations, and to provide DCS and the potential transfer student with objective guidelines, these policies will be followed with students who transfer during the school year to DCS from schools with block scheduling:

- *Students who transfer before the beginning of the second week of the second quarter*

- Math and Science Courses: Students will be placed in the proper course sequentially, and will receive a full year's credit for the courses. If there are grades from the previous school, those grades for the first quarter will be averaged with our second quarter grades for the semester average. If not, our second quarter grades will count as the semester grade. Students will not be required to go back and pass tests on the first quarter of work here, but they will be responsible for knowing the material insofar as it is necessary for work the rest of the year.
- One-Semester Electives: Students will be able to enroll in these courses, if space is available, for full credit.
- All Other Courses: Students transferring by the beginning of the second week of the second quarter will be placed in "normal" classes for their grade, and will receive a full year's credit for the courses. If there are grades from the previous school, those grades for the first quarter will be averaged with our second quarter grades for the semester average. If not, our second quarter grades will count as the semester grade.
- ***Students who transfer later than the second week of the second quarter, but before the end of the first semester***
  - Math and Science Courses: Students transferring after the second week of the second quarter, but before the completion of the first semester, will receive an "incomplete" for the first semester for courses which they were not taking at their previous school. They should go ahead and finish out the semester with us, to prepare for the work in the second semester. If the credit is required for graduation, the student will have to make it up, either in summer school or in a future year. If the student was taking the course at the previous school, he may take the ½ credit received from the previous school (if the school has given official credit for the course) and then wait until our second semester begins, or he may go ahead and enroll in our course for the remainder of the first semester. Grades from the previous school will be averaged with our grades for the semester grade.
  - One-Semester Electives: Students may not enroll in these courses.
  - All Other Courses: Students transferring later than the second week of the second quarter, but before the completion of the first semester, will receive an "incomplete" for the first semester for courses which they were not taking at their previous school. They should go ahead and finish out the semester with us, to prepare for the work in the second semester. If the credit is required for graduation, the student will have to make it up, either in summer school or in a future year. If the student was taking the course at the previous school, he may take the ½ credit received from the previous school (if the school has given official credit for the course) and then wait until our second semester begins, or he may go ahead and enroll in our course for the remainder of the first semester. Grades from the previous school will be averaged with our grades for the semester grade.
- ***Students who transfer during the break between first and second semesters, or before the beginning of the third week of the second semester***
  - Math and Science Courses: Students will receive a year's credit for the courses they have taken. If they have not taken a course, they will most likely have to wait out the entire year and pick up the course next year, due to the cumulative nature of these classes.
  - One-Semester Electives: Students will be able to enroll in these courses, if space is available, for full credit.
  - All Other Courses: Students will receive a year's credit for the courses they have taken. If they have not taken a course, they will take the second semester of the course, and will have to make up the first semester of required courses

## Visitors

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Students are not to bring friends to the school during the school day unless they have a genuine interest in attending DCS as students (“shadows”). This includes friends coming during lunch. “Shadows” are allowed only after the office has had contact with a parent of the shadow, to confirm that the student is seriously considering attending DCS. They should attend all classes with his/her host/hostess. Dress code for visitors must be appropriate.

Pastors, youth pastors, and similar church staff are encouraged to visit during lunch. They need to check in with the office before going to the lunchroom, and should not keep the student from his/her next period class to visit.

Parents are always welcome at DCS. Parents, like all visitors, are required to check in at the office before going into the school.

DOMINION CHRISTIAN SCHOOLS  
2009-2010 STYLE GUIDE

### What is a style guide?

A style guide is a document that includes rules and suggestions for writing style and document presentation provided by a school or company to ensure that standards remain high and consistent.

### Why do we need one at Dominion?

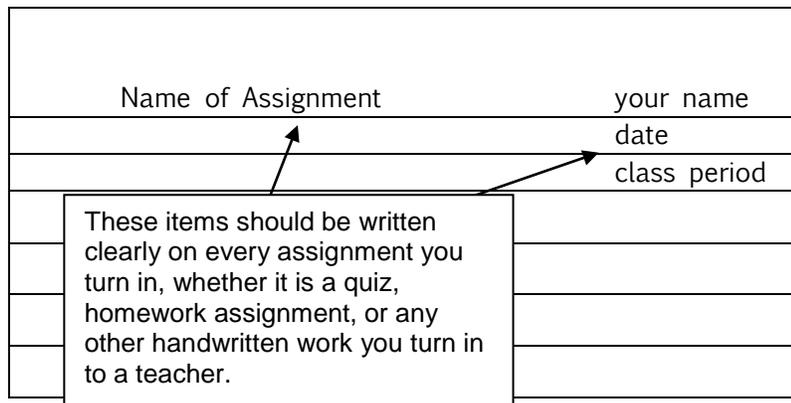
Students will often find themselves struggling to remember the various expectations for each teacher concerning essays and other writing assignments. Students are responsible for a high level of fluent written work in all of their classes, not just within their English courses. This guide will help to clarify some of the basic expectations for documentation and other written assignments that will apply to all courses and ensure more consistent guidelines across the entire curriculum.

### Contents:

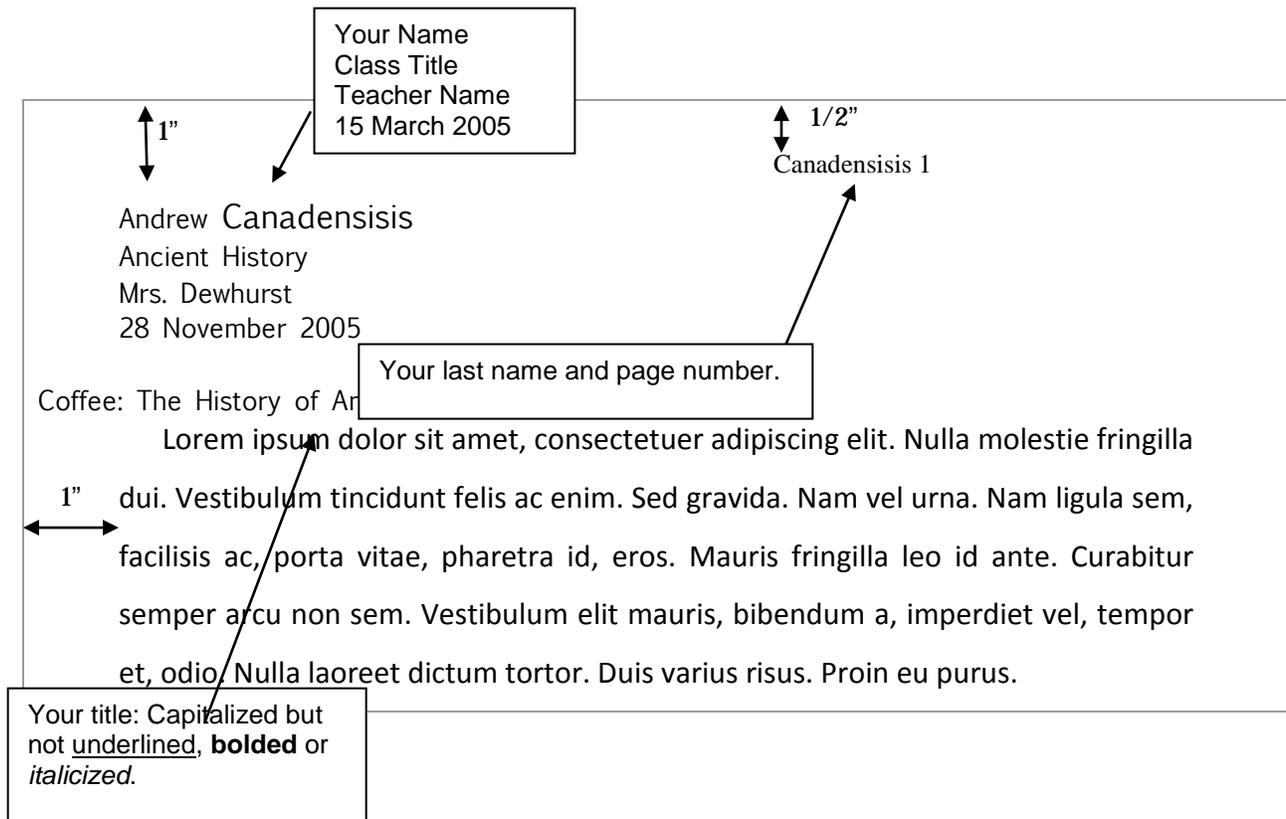
- Paper headings
- Journals
- Informal essay
- Formal essay
- Paragraph essay
- Standard grammar markings
- Works Cited
- Documentation Example
- Plagiarism

**Headings:** For all papers that are turned in for a grade, be sure to meet the minimum requirements for written and typed assignments.

**WRITTEN ASSIGNMENTS:** All assignments turned in should have the following information included in the appropriate locations.



**TYPED ASSIGNMENTS:** All typed assignments should follow the basic layout provided by the Modern Language Association (MLA) for formatting papers. Use only black ink, 12pt Times New Roman font. Do NOT include a cover page or a presentation folder. Double space your paper and print on only one side of the paper. Below is an example of how your heading should be organized.



**ESSAY GUIDE:** Use the following guidelines to determine what is expected from each of the following written assignments. Individual teachers may have additional expectations, so be sure to meet those in addition to what is described here.

**JOURNALS:** A journal is the least formal of the assignments covered in this style guide. Journals tend to be very informal and conversational with plenty of room for slang and references to first and second person pronouns. Organization for journals can vary greatly and does not need to adhere to strict guidelines concerning paragraphs and support of main ideas with details or concluding thoughts and sentences. Grammar errors are usually only a problem if they interfere with comprehension.

**INFORMAL ESSAYS:** Informal essays are similar in some ways to journals but are not without organization or proper grammar and style. Informal essays allow the writer to use only first person pronouns in referring to himself/herself. Informal essays require organized thoughts and supported ideas with grammatical accuracy and avoidance of slang or abbreviations. Informal essays will be organized into multiple paragraphs that have separate main ideas and include support or explanations of each. Documentation is required for all information from another source.

**FORMAL ESSAYS:** Formal essays differ from informal ones mainly in reference to pronouns. Formal essays should not refer to either the reader or the writer directly. Writers should not use the pronouns “you”, “I” or “me” as they relate to writer or audience. Grammar and organization expectations still apply. Like informal essays, formal essays will include an organized approach to the topic with individual paragraphs that contain main ideas and supporting arguments or information. Documentation is required for all information not originating from the writer herself. You must also have a clear thesis statement supported with logical and organized paragraphs.

**PARAGRAPH ESSAYS:** Paragraph essays should not be considered an assignment in which form and content are not significant. Instead, paragraph essays should be organized with content as the primary focus but not without organized support. Paragraph essays can be either formal or informal, but grammar is still expected to be accurate and appropriate. Each sentence in the paragraph should be complex and full of information that supports the main idea. Documentation is required for all information from another source.

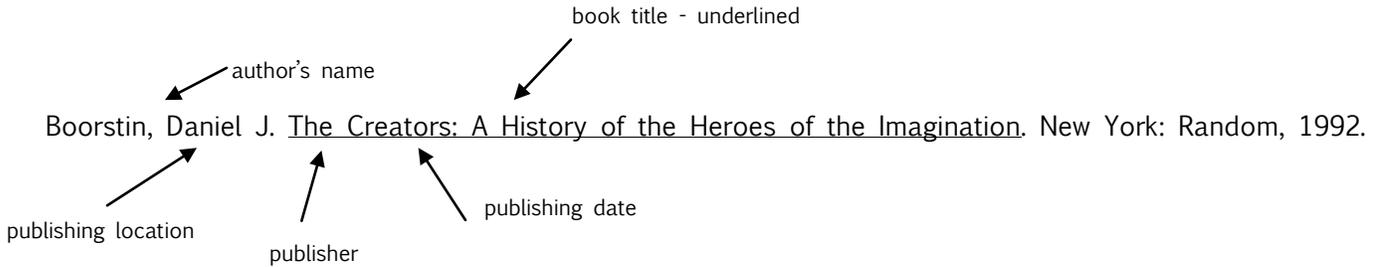
	Journal	Informal Essay	Formal Essay	Paragraph Essay
Length	Various	Usually 3 or 5 paragraphs	5 paragraphs or more	5+ sentences
Organization	Various	Supported main ideas in each paragraph	Supported main ideas in each paragraph	Topic sentence should introduce subject
Slang	Yes	No	No	No
Typed	Optional			
1 <sup>st</sup> / 3 <sup>rd</sup> person Pronouns	Yes	1 <sup>st</sup> person or 3 <sup>rd</sup> person	3 <sup>rd</sup> Person Only	3 <sup>rd</sup> Person Only
Documentation	No	Optional	Yes	Optional
Grammar	Errors must not distract from comprehension	Appropriate and accurate use of grammar	Appropriate and accurate use of grammar	Appropriate and accurate use of grammar

## STANDARD GRAMMAR MARKS:

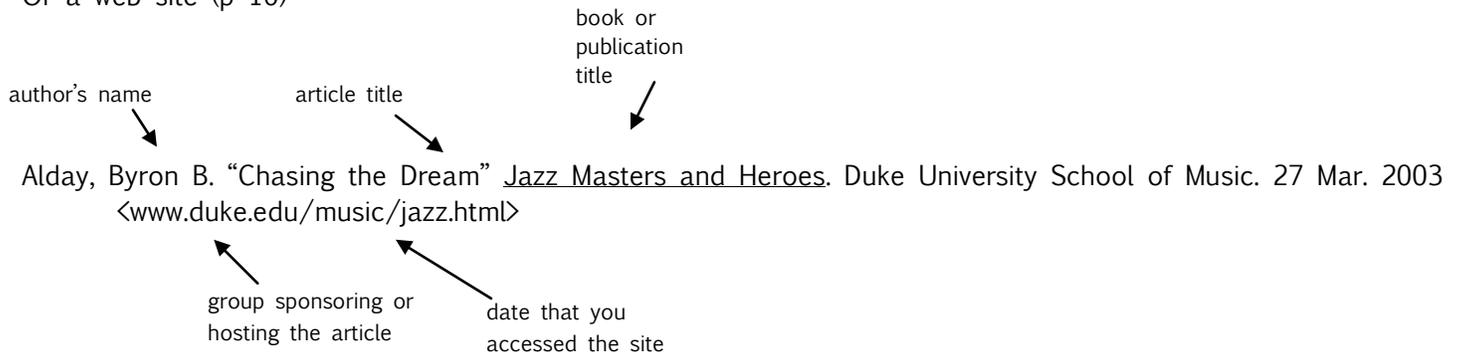
c/f	Comma fault
c /e	Comma error
c /s	Comma splice
r/o	Run on sentence
^	Insert something in this location
sp	Spelling error
awk	Awkward wording
s/f	Sentence fragment
	Transpose the sections or words indicated
agr	Subject/Verb or Pronoun/Antecedent agreement problem
thesis	Missing or incomplete thesis
vague	Lacking specific details, support or explanation
	Capitalization
choppy	Series of short simple sentences or ideas
	Remove this section or word
doc	Inaccurate or missing documentation
¶	New paragraph needed or paragraph problem
?	Confusing or unclear section
w/c	Word choice
trite	Over use of word or phrase
wordy	Unnecessary use of too many words in a sentence or paragraph
p/u	Pronoun usage (usually 1 <sup>st</sup> or 2 <sup>nd</sup> person)

**WORKS CITED:** The end of everything you write should include a section in which you give credit to the authors of the sources of your information. Sometimes this will take the form of an entirely separate page; otherwise this documentation should be included in a section at the end the assignment. In your MLA Documentation Guide you will find the format you need to follow for each type of source you use. Please consult this carefully as this will help to ensure you avoid any risk of plagiarism. Pages 3-13 of that Guide give examples on what information you need from each source and give guidelines for its order and form. Below are two examples.

A book by one author for example (p 3)



Or a web site (p 10)



### Works Cited

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- Anzaldua, Gloria. *Borderlands/La Frontera: The New Mestiza*. San Francisco: Spinsters/ Aunt Lute, 1987.
- Astin, Alexander W. *Achieving Educational Excellence*. Washington: Jossey-Bass, 1985.
- Burka, Lauren P. "A Hypertext History of Multi-User Dimensions." *MUD History*. URL: <http://www.ccs.neu.edu/home/lpb/mud-history.html> (5 Dec. 1994).
- Christie, John S. "Fathers and Virgins: Garcia Marquez's Faulknerian *Chronicle of a Death Foretold*." *Latin American Literary Review* 13.3 (Fall 1993): 21-29.

**Plagiarism:** The fifth edition of the *MLA for Writers of Research Papers* defines plagiarism as follows:

Derived from the Latin word *plagiarius* (“kidnapper”), *plagiarism* refers to a form of cheating that has been defined as “the false assumption of authorship: the wrongful act of taking the product of another person’s mind, and presenting it as one’s own” (Alexander Lindley, *Plagiarism and Originality* [New York: Harper, 1952] 2). To use another person’s ideas or expressions in your writing without acknowledging the source is to plagiarize. Plagiarism, then, constitutes intellectual theft. Strictly speaking, it is a moral and ethical offense rather than a legal one, since most instances of plagiarism fall outside the scope of copyright infringement, a legal offense...Nonetheless, plagiarism often carries severe penalties, ranging from failure in a course to expulsion from school.

Plagiarism in student writing is often unintentional, as when an elementary school pupil, assigned to do a report on a certain topic, goes home and copies down, word for word, everything on the subject in an encyclopedia. Unfortunately, some students continue to use such “research methods” in high school and even in college without realizing that these practices constitute plagiarism. At all times during research and writing guard against the possibility of inadvertent plagiarism by keeping careful notes that distinguish between your own musings and thoughts and the material you gather from others. Forms of plagiarism include the failure to give appropriate acknowledgment when repeating another’s wording or particularly apt phrase, when paraphrasing another’s argument, or when presenting another’s line of thinking. (Joseph Gibaldi, Ed. [New York, 1999] 30)

This is a good, complete, but general definition. Following are some actions that may be plagiarism, but that may or may not be commonly recognized as plagiarism by students; this is by no means an exhaustive list:

- in a paraphrase, a student uses one or two distinctive words that are from the original source but without quotation marks
- documenting the wrong source
- using quotation marks but forgetting to include the proper citation
- incorrect citation
- using one parenthetical citation to document an entire paragraph

“We are a species that needs and wants to understand who we are.  
Sheep lice do not seem to share this longing, which is one reason why they write so little.”  
Anne Lamot



## Responsible & Acceptable Use Policy

The mission of Dominion Christian Schools is to glorify God as we prepare students in mind, body, and spirit to meet life's challenges with a Christ-centered Biblical worldview.

In keeping with this mission, personal integrity and academic honesty are fundamental principles that must be upheld by all members of the Dominion Christian community in order to create an atmosphere in which trust, scholarship and friendship may flourish. These principles are in accord with ideals of common decency and respect for the rights and feelings of others.

In the world of technology, these ideals still apply whether you are on campus or off. The School expects that your behavior in the electronic world will reflect the same standards of honesty, respect, and consideration that you use face-to-face with others. **Specifically, we expect all members of the community to act with the understanding that:**

- **Words can hurt or heal, whether in person or online.** Therefore, you should be cautious and respectful in all online communication. Technological transactions are persistent and replicable and can be forwarded, copied, or traced. A piece of gossip, an insult, or an unflattering video will last forever on the internet.
- **Lying, cheating, and stealing are wrong no matter how they are done.**
  - Plagiarism, whether from print or electronic sources, is cheating.
  - Some activities on the internet are illegal. They include, but are not limited to: making threats, harassing others, committing fraud, stealing, vandalizing, and violating copyright or trademark rights of others (including improper copying of licensed software).
  - Some activities do not belong in a school setting, including viewing, downloading or transmitting
    - pornographic or obscene material;
    - abusive, harassing or discriminatory content;
    - content containing inappropriate speech and behavior.
- **You share in the responsibility of keeping the School's Network functional and secure.** Therefore,
  - Make backup copies of important files onto removable storage.
  - Do not attempt to access another person's account (including email) or private files or misrepresent oneself as another person in electronic communications.
  - Do not participate in chat rooms or instant messaging while on campus.
  - Never send inappropriate unsolicited mass email messages such as chain letters, jokes, or spam.

- Do not attempt to breach system security or disrupt the normal operation of the Network. If you know of someone who is attempting to compromise Network security, immediately report it to the IT staff or a member of the faculty or administration.
  - Do not install or alter software on Dominion's network. Do not download pirated or inappropriate software.
  - Do not play unapproved computer games or access inappropriate websites while on campus.
  - Do not vandalize; vandalism is defined as any malicious attempt to harm, interrupt or destroy data of another user or other networks that are connected to the internet.
  - Report violations of this policy to the IT staff or a member of the faculty or administration.
- **The primary purpose of the Dominion Christian Schools' Network is to support students and teachers in the process of teaching and learning and to support the business operations of the School.** Any violation of the principles and policies in this document may result in disciplinary actions (including suspension or expulsion) and possible legal action.
  - **The School's Network, which provides a wide range of computing resources, including software, hardware, email and Internet access, is the property of Dominion Christian Schools.** Privacy and security of files and electronic communication are not guaranteed and should not be assumed. The Network Administrator, the School's Administration, and designated staff reserve the right to access a user's mailbox and files stored on or processed through the DCS Network in order to help maintain the system's functionality, for compliance with legal requirements and as otherwise required for the wellbeing of the school.

By signing the enrollment contract, you have acknowledged that you understand the School's Responsible Use Policy. Education is recognized as a cooperative undertaking and the joint responsibility of home and school. You have agreed to accept your full share of this responsibility to maintain academic standards, by acting cooperatively within the Dominion Christian community, and by abiding by all of the rules and regulations of DCS now in effect or hereafter promulgated.



## 2012-2013 Handbook and Acceptable Usage Policy

### Signature Page

#### Parent/Guardian Agreement

I have read the 2012-2013 Parent/Student Handbook and the Internet & Computer Responsible & Acceptable Use Policy and agree to follow and uphold the school policies while my child is enrolled as a student at Dominion Christian Schools.

\_\_\_\_\_  
Parent/Guardian Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

#### Student Agreement

I have read the 2012-2013 Parent/Student Handbook and the Internet & Computer Responsible & Acceptable Use Policy and agree to follow and uphold the school policies while I am enrolled as a student at Dominion Christian Schools.

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

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Grade

\_\_\_\_\_  
Date

**Please return this signature page to the school office by Friday, August 31, 2012.**