



**2021/2022**

**HIGH SCHOOL**

**HANDBOOK**

*Families who enroll agree with the terms and provisions set forth  
in the Desert Christian Schools handbook.*

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## HIGH SCHOOL HANDBOOK

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**Revised 9.21—*Note: Revisions are printed in bold italics***

## GENERAL INFORMATION

### OUR PURPOSE

The purpose of Desert Christian High School is to develop the minds and character of students in order to bring direction to their lives and leadership to their communities by:

- *inspiring students to know and follow Jesus through our instruction and example;*
- teaching every subject from a God-centered worldview;
- *equipping students for academic excellence and personal success* in a college preparatory environment;
- developing *work ethic and* leadership qualities *that prepare* our students to impact their world for Christ.

Students are challenged to develop and mature in faith, academics, interpersonal relationships, social awareness, individual talents, leadership, and service.

As a partner with families and local churches the school strives “to prepare God’s people for works of service, so that the body of Christ may be built up until we all reach unity in the faith and in the knowledge of the Son of God and become mature, attaining to the whole measure of the fullness of Christ (Ephesians 4:12-13).”

### PRINCIPAL

Mr. Brian Roseborough is the high school principal. He has been with Desert Christian schools since 1997 and previously served DCS as a middle school teacher, vice-principal and principal of both the elementary school and middle school. His other ministry experience includes being principal of a Christian elementary and junior high school; youth, associate and senior pastor in church ministry; and ministry director for a denominational Christian education office.

Mr. Roseborough holds a Bachelor of Science degree in education from Ashland University and a Master’s degree in Educational Administration from California State University, Bakersfield. He holds an All-Levels Principal Administrator Certificate from the Association of Christian Schools International and is certified as a

professional coach.

Mr. Roseborough and his wife, Crystal, have a daughter and a son who are graduates of Desert Christian High School.

### VICE PRINCIPAL

Miss Karmae Shiplett is the High School Vice-Principal. She attended DCS from 2nd grade through high school. She came back to teach middle school in the year 2001. In 2008 she moved to the high school to teach biology, anatomy, and work with the leadership program. Her prior experience includes youth ministry, day camps, coaching gymnastics, substitute teaching, and classroom teaching.

Miss Shiplett holds a Bachelor of Arts degree in Liberal Studies and a Master's degree in education from California Baptist University.

### COLLEGE COUNSELING DEPARTMENT

The Counseling Department meets with students yearly to create and maintain a college portfolio so that the student is ready for the college admissions process, financial aid, and scholarship opportunities available.

The goal of the counseling department is to help students with college planning and admissions processes; coordinate college planning, SAT Prep workshops and campus visits; assist students with college and scholarship applications and award nominations. The counseling department hosts representatives from different colleges throughout the school year to offer a wide variety of exposure to our students.

### HSCONNECTION

The school year begins with a three-day event during the first week of school. *hsconnection* is designed to be a time of building relationships, growing through exposure to God's Word, articulating expectations for the year, and having a great time together. The entire student body is required to attend. Since this activity is held during the first three days of school, any absences on those days follow the same policies as an absence from school.

### SERVICE HOURS REQUIREMENT

In order to develop students who have a heart for servant-leadership, service hours are incorporated as a requirement for graduation. Each student is

required to be involved in 30 hours of approved service hours during each of their HS years. Verification of the student's completion of this requirement is due by May 1. Students who do not complete the requirement will receive a grade deduction of 1% across all classes for completing 90-99% of the requirement. Students will receive a grade deduction of 2% across all classes for completing 80-89% of the requirement and so on to a maximum of 4% off of all grades. Students who show little effort to complete this important character-building activity will be prevented from receiving a Desert Christian High School diploma.

### CHAPEL

DCHS provides a chapel each week with worship music, interactive group times, and challenging messages provided by staff members, students, or guest speakers. Chapel is an important part of campus life and students attend, expecting God to have something to say to them. Parents and DCHS Alumni (graduates) are welcome to attend Chapel, **and** register with the school office upon arrival.

### CHURCH ATTENDANCE REQUIREMENT

A Christian education *goes hand in hand with* involvement in a local church. God has designed local churches to play an irreplaceable role in the life of a believer. There, we learn from scripture, while contributing and receiving in the community of believers. This important involvement is necessary for Christian growth and development. Requiring a report of a student's attendance only helps ensure that this important priority is not missed.

To encourage this, the school requires a quarterly report of church attendance by the student. Students who do not complete the report will receive a grade deduction of 1% in their required Bible class for completing 90-99% of the requirement, 2% for completing 80-89% of the requirement, and so on to a maximum of 4% off. Grade deductions are assessed at the end of each semester.

### COMMUNICATION

DCS publishes a newsletter, Knightly News, which is e-mailed. The Knightly News includes information about upcoming programs and special events and is one avenue of communication with

parents. Parents are requested to thoroughly read each newsletter. Daily student bulletins, *First Things First*, are posted on FACTS.

Parents may access student grades via FACTS. Please see the information regarding ParentsWeb in the general section of the handbook. Classroom teachers have email accounts that are checked daily. Email addresses can be found at [desertchristian.com](http://desertchristian.com) or accessed through FACTS. The primary source for communication to parents regarding academics and discipline is FACTS, our internet-based information system. DCS uses FACTS to e-mail timely notifications to parents. Because of this it is essential that parents update any changes to e-mail addresses and regularly check their child's grades on FACTS.

***Parents can also find important detailed information on their child's Google Classroom account and should familiarize themselves with accessing it. Not all information will be found on FACTS and navigating Google Classroom will help parents receive complete access to helpful classroom information.***

## ACADEMIC STANDARDS AND PROCEDURES

### DIPLOMAS OFFERED

DCHS offers three diploma options, enabling and preparing students for entrance to the college of their choice.

The University Preparatory diploma meets or exceeds all of the requirements and recommendations of the University of California system.

The College Preparatory diploma meets or exceeds all requirements of the University of California and California State University systems and private universities.

The Desert Christian High School diploma exceeds the graduation requirements of the State of California and enables student to be enrolled in a variety of colleges, universities, the military and other institutions requiring a high school diploma.

The goal of DCHS is to **provide** an academic program consistent with a Christian philosophy of education and a biblical perspective so that all students realize the importance and relevance of the never-changing Word of God.

## ACADEMIC COUNSELING

Students are encouraged to make an appointment with the high school office for academic counseling. Counselors will meet with students annually to help plan a course schedule that will prepare the student for successful entry into the college of choice. Information is given through seminars and newsletters to further guide students in academic planning.

## CONCURRENT COLLEGE ENROLLMENT

Students in good standing who are interested in concurrent enrollment in college classes must receive administrative approval prior to beginning the class. Courses taken at the college level are given full college credit but are generally not transferable for high school credit unless they are under our approval and concurrent enrollment plan.

## TEXTBOOKS AND MATERIALS

All textbooks, workbooks, and materials are purchased by the family. Families may shop on their own or, ***shop for physical and digital books through the high school's textbook provider, EdTech. Information for textbooks is available on the EdTech website.*** Class fees and some class texts are purchased during a designated time in August. It is the parents' responsibility to ensure all textbooks and materials are purchased and available before the student's first day of school.

## HOMEWORK

The broad topic of homework includes regular daily assignments, studying for tests and quizzes, and weekly projects. Students are encouraged to budget their time and properly schedule their work. Students should average between two and three hours of study each day. Students in advanced classes such as Honors, AP, or higher level math, science, and foreign language should expect additional homework. This includes adequate time for reading assignments as well as necessary review of daily class notes.

***For in-class work or work from one class day to the next, late assignments, regardless of size, will be assessed a 30% penalty/deduction for freshman/9<sup>th</sup> grade and a 50% deduction for 10<sup>th</sup>, 11<sup>th</sup>, and 12<sup>th</sup> grades when turned in late. Late assignments MUST be turned in within***

***one week of due date, otherwise no credit will be given.***

## LONG-TERM PROJECTS AND PAPERS

Long term assignments and papers require significant thought and multiple drafts. All long term projects, book reports, term papers, etc., must be turned in on the assigned date even if the student is absent on that day.

## TEST & QUIZ MAKEUP POLICY

***Illness or qualified absence: student must make up the exam the day they return unless teacher grants more time for cause.***

***Pre-arranged absence: student must take the test before they are absent unless teacher grants more time for cause.***

***When student fails to prearrange (as they should for all non-illness absences such as athletics, activities, and outside appointment) -30% if completed within one week of test and zero after that.***

## EXTRA CREDIT GUIDELINES

Teachers may provide extra credit assignments but it may not comprise more than 3% of a student's semester grade. Extra credit is not meant to be a substitute for consistent effort on daily assignments and tests.

## MUSIC

Students have the opportunity to earn a varsity letter in music through successful completion of basic requirements as established by the administration.

High school music aims to equip students with the skills and experience necessary for a lifetime of participation in music making while also developing individual character and fostering spiritual growth.

## PHYSICAL EDUCATION

DCHS offers a physical education program that emphasizes physical fitness. Students are required to pass four semesters (20 credits) of physical education courses in order to graduate. Students earn credit through participation on an athletic team or approved fitness center, dance studio, and etc. Participation in a full season of any sport will earn one semester (5 credits) of physical education credit toward graduation.

## GRADING AND REPORTS TO PARENTS

### Report Cards

DCHS uses traditional letter grades for achievement on report cards. Report cards are issued four times each year – at the end of the first and third quarter and at the end of each semester. Only semester grades earn credit and are entered on the student's transcript (permanent file). Report cards are **available** within two weeks of the end of each grading period.

Students who are experiencing extenuating circumstances and have arranged with DCHS to miss a final exam will be issued an incomplete grade (I) until the exam and any other assignments are completed.

The following scale is used in determining letter grades: 90-100 - A; 80-89 - B; 70-79 - C; 60-69 - D; below 60 - F.

Along with traditional letter grades, students are given marks for Conduct and Work Habits. The marks are as follows: O-outstanding, S-satisfactory, N-needs improvement, and U-unsatisfactory. Marks of N and U can lead to a student being ineligible for certain academic honors.

Grades that are on the report card and transcript record and are used in computing the Grade Point Average (GPA) include: A, B, C, D, F and I (incomplete, which is computed as an F).

Grades that are on the grade report and transcript record but are not used in computing the GPA include: WP (withdrew passing) and WF (withdrew failing).

There are no grades earned as a teacher/office aide or through work study and therefore are not computed in determining the GPA.

Honors and AP courses receive one extra GPA point if a grade of C or higher is earned.

A grade in a course of study represents the teacher's best judgment of a student's academic achievement. Various components of course work, such as class participation, projects, reports, homework assignments, tests, quizzes, etc., may be assigned different weights by individual teachers.

### END OF SEMESTER

Students must complete the entire semester to earn credit. Students leaving school prior to the end of a

semester **or prior to taking issued tests** will not receive credit for course work taken during that semester unless otherwise approved by administration.

### GRADE CHANGES

Grade changes submitted are accepted only if the error is caused by a clerical or computational error and are documented by the staff member. This documentation is not required in cases in which the student missed a final exam due to extenuating circumstances, has completed the course and exam, and an incomplete grade must be changed.

### ADVANCED PLACEMENT (AP) COURSES

Students enrolled in Advanced Placement classes must take the College Board Advanced Placement exam that is administered on campus in the spring. Exams are scored on a 1-5 scale. If a student scores a three or better on the test, he/she will likely earn college credit (subject to the discretion of the individual college or university).

### DUAL CREDIT COURSES

Dual credit courses are available to students with administrator approval. These courses not only meet the DCHS requirements for graduation, but earn college credit through The Master's University and/or Grand Canyon University for those who pass with a "C" or better. This option provides a considerable cost savings for students wanting to get a head start on their college education and should transfer to any university for general education units (subject to the discretion of the receiving college/university). Contact the college counselor for dual credit courses offered.

The drop date deadline for dual credit courses is the Friday of the second week of the college class.

### TRANSFER CREDIT

Transfer credits from an accredited school outside the Desert Christian High School system will be credited toward required course or credit requirements only with administrator approval. The Registrar will work with the family and previous school, including non-accredited and home schools, to analyze and determine acceptable transfer credit.

### TRANSCRIPTS

Official and unofficial high school transcripts may be requested from the high school registrar. After a student

graduates or is withdrawn from Desert Christian High School, the cost of an official transcript is **five** dollars each.

### SUMMER SCHOOL COURSEWORK

Other than ***Freshman Studies***/Health class, the purpose of our summer school classes is remediation and credit recovery. The highest grade that can be earned in a summer school class for remediation is a “B”.

Students attending summer school must follow the school handbook and dress down guidelines.

### COURSEWORK OUTSIDE DCHS

***Unless approved for health or other reasons, students need to take classes offered through DCHS, whether on campus or dual credit.***

Courses taken at Antelope Valley College (or other approved institution) in place of classes taken at Desert Christian High School must be pre-approved by counselor and/or administrator and meet the following requirements:

- Same course is not offered at DCHS
- Course must be equivalent or of higher academic rigor than DCHS A-G courses
- Scheduling conflict requires course to be taken outside of high school if needed for graduation
- For remedial purposes and cannot be taken through DCHS summer school

***If a student is approved to take a community college class other than DCHS courses offered, that student will obtain regular credits for high school and their approved community college.***

***If a student is approved to take a college or university class other than DCHS courses offered, that student will obtain weighted credits for high school and regular credits for their approved college or university.***

### ACADEMIC HONORS

Following each semester, a list is produced indicating the names of students who have earned distinction for superior academic achievement and acceptable personal behavior.

The following table is used in determining qualifications for academic honors: A – 4 points; B – 3 points; C – 2 points; D – 1 point.

### WEIGHTED GRADE POINT AVERAGE (GPA)

Students enrolled in dual credit **or** advanced placement and honors will have their GPA increased one point in those classes if their final grade is a C or better. The following table is used in these courses: A – 5 points; B – 4 points; C – 3 points; D – 1 point; F – 0 points.

### PRINCIPAL’S LIST

This highest distinction is awarded to those students who earn a 3.5 GPA or better for the semester with no grade below B, no Ns or Us on their report card for conduct or work habits, and who demonstrate acceptable personal behavior. ***(Excludes summer school work.)***

### HONOR ROLL

This distinction is awarded to those students who earn a 3.0 to 3.5 GPA or better for the semester with no grade below C, no Ns or Us on their report card for conduct or work habits, and who demonstrate acceptable personal behavior. ***(Excludes summer school work.)***

### GRADUATION HONORS

The selection for Valedictorian and Salutatorian is determined by a weighted academic GPA in grades 9-12 for all classes that receive a grade. A student must attend Desert Christian High School for their entire 11th and 12th grades in order to receive Valedictorian or Salutatorian status or academic honors.

The following academic awards are given at graduation:

Outstanding Academic Achievement Award – awarded to the student with the highest GPA based on opportunities offered at DCHS. The student must attend DCHS during their entire junior and senior years.

Valedictorian - awarded to each student with a 4.0 GPA or higher. The student must attend DCHS during their entire junior and senior years.

Salutatorian - awarded to ***students who obtain a cumulative GPA of 3.85 – 3.99.*** The student must attend DCHS during their entire junior and senior years (unless entering with special administrative approval).



***Receiving a “D” or “F” in a course senior year disqualifies you from receiving Valedictorian/Salutatorian status.***

## **GRADUATION REQUIREMENTS**

DCHS graduates are those students who have received a diploma indicating completion of all required and credited courses and required activities. The requirements for graduation include:

### Completion of Credits:

Students must complete a minimum of 240 credits with specific subject requirements to graduate. Bible credits are required for the year(s) a student attends DCHS.

- Students may withdraw (either voluntarily or non-voluntarily) and re-enroll only once.
- Students must be enrolled for their junior and senior years unless approved by administration for extenuating circumstances.

### Diploma Explanation

Desert Christian High School offers three different diploma options. All of these diplomas allow students to apply to colleges and prepares them for the next step in their education. Information should be gathered from a student's colleges of interest as many educational institutions have their own requirements and recommendations for application and admission.

The University Prep diploma meets the recommended and required courses for application to both University of California (UC), California State University (CSU), and a majority of other universities.

The College Prep diploma meets the required courses for application to both University of California and California State University schools.

The Standard High School diploma meets the requirements for application to community colleges, military, and some 4-year colleges.

### University Preparatory Diploma course work

In order to obtain this diploma at graduation, students must receive a “C” or better in the A-G requirement subjects: English, Math, Science, Social Studies, VAPA, and Foreign Language.

- Bible – (required each year attending DCHS).
- English – 4 years (40 credits).
- Mathematics – 4 years (40 credits) with a minimum of Algebra I, Geometry, Algebra II, Pre-calculus, or statistics.
- Science – 3 years (30 credits) including one biological science with laboratory and one physical science with laboratory.
- Social Studies – 3 years (30 credits) including one year of world history, one year of US history, one semester of American government, and one semester of economics.
- Physical Education – 20 credits. This can be accomplished through participation in four seasons of athletic teams (each season earns 5 credits) or signing up and being approved through the counseling department for extracurricular physical education plans.
- Visual or Performing Arts – 1 year (10 credits). This must be accomplished by a minimum of one year in drama/theater, music, or visual art.
- Foreign Language – 3 years (30 credits) of the same language.
- Health – 1 semester (5 credits)
- Freshman Studies – 1 semester (5 credits)
- Electives – (remaining credits). One year, chosen from approved academic courses in history, English, advanced mathematics, lab science, foreign language, social science, or fine arts. It is recommended that students enroll in at least one advanced placement course.

### College Preparatory Diploma course work

In order to obtain this diploma at graduation, students must receive a “C” or better in the A-G requirement subjects: English, Math, Science, Social Studies, VAPA, and Foreign Language.

- Bible – (required each year attending DCHS).
- English – 4 years (40 credits).
- Mathematics – 3 years (30 credits) with a minimum of Algebra I, Geometry, and Algebra II.

- Science – 2 years (20 credits) including one biological science with laboratory and one physical science with laboratory.
- Social Studies – 3 years (30 credits) including one year of world history, one year of US history, one semester of American government, and one semester of economics.
- Physical Education – 20 credits. This can be accomplished through participation in four seasons of athletic teams (each season earns 5 credits) or signing up and being approved through the counseling department for extracurricular physical education plans.
- Visual or Performing Arts – 1 year (10 credits). This must be accomplished by a minimum of one year in drama/theater, music, or visual art.
- Foreign Language – 2 years (20 credits) of the same language.
- Health – 1 semester (5 credits)
- Freshman Studies – 1 semester (5 credits)
- Electives – (remaining credits). One year, chosen from approved academic courses in history, English, advanced mathematics, lab science, foreign language, social science, or fine art.

#### Desert Christian High School Diploma course work

- Bible – (required each year at DCHS)
- English – 4 years (40 credits).
- Mathematics – 3 years (30 credits) including one year of Algebra I.
- Science – 2 years (20 credits) including one biological science and one physical science.
- Social Studies – 3 years (30 credits) including one year of world history, one year of US history, one semester of American government, and one semester of economics.
- Physical Education – 20 credits. This can be accomplished through participation in four seasons of athletic teams (each season earns 5 credits) or signing up and being approved through the counseling department for extracurricular physical education plans.

- Visual or Performing Arts – 1 year (10 credits)
- Foreign Language – 1 year (10 credits).
- Health – 1 semester (5 credits)
- Freshman Studies – 1 semester (5 credits)
- Electives – (remaining credits)

### **GRADUATION CEREMONY**

DCHS conducts commencement ceremonies and graduates are expected to attend. Participants in the ceremony must have all credits complete or no more than one class/semester to make up in summer school. All participants are full-time students who have completed all of the school's required coursework. Participants are expected to report on time for the graduation ceremony in appropriate attire with cap and gown in hand and cooperate fully with officials and procedures pertaining to the ceremony. Graduates receive a diploma cover at the graduation ceremony. The diploma, along with any purchased graduation videos, should be picked up at the school office at a later appointed date following the ceremony.

### **ACADEMIC LETTER**

Students who are in 10th, 11th and 12th grade that are on the Principal's List and qualify for membership in the California Scholarship Federation are eligible to receive an academic letter for a varsity jacket.

### **CALIFORNIA SCHOLARSHIP FEDERATION (CSF)**

CSF is a statewide organization that encourages and recognizes outstanding scholastic achievement. Membership in this society is an honorary and select privilege. Membership may begin upon completion of one semester of high school work.

### **NATIONAL HONOR SOCIETY (NHS)**

NHS is a national organization that encourages and recognizes exemplary conduct in Scholarship, Character, Leadership, and Service. Membership in this society is an honorary and select privilege.

### **ACADEMIC PROBATION POLICY**

Students are placed on academic probation for any of the following reasons:

- Grade point average below 2.0.

- More than one F for quarter grade.
- Administrative decision.

Students who are on academic probation are ineligible for athletics and extracurricular activities and may be required to attend extra instruction or meetings to help them succeed in school.

Definite, individualized goals will be established for each student on probation in the following areas:

- Attitude.
- Citizenship.
- Academic progress.
- Evidence of spiritual growth.

The student must meet with an assigned counselor or administrator to discuss progress.

Students who do not return their probation contract within one week have a detention and must contact home. After two weeks the student may not return to class until the contract is turned in.

Students who do not fulfill their probation contract forfeit the right to return to Desert Christian.

### **ACADEMIC INTEGRITY**

- Absolute integrity is expected of every student in all academic undertakings. Students must in no way misrepresent their work fraudulently or unfairly advance their academic status or be a party to another student's failure to maintain academic integrity. **A lack of academic integrity will result in disciplinary action up to and including expulsion.** Students assume responsibility for the content and integrity of the work they submit, such as homework, classwork, quizzes, examinations, projects, reports and papers. Students will be considered academically dishonest if they:
- Knowingly represent the work of another as one's own. Examples include, but are not limited to, the copying of someone else's homework, classwork, essay or project, and paying for formula papers or reports.
- Use or obtain unauthorized assistance in any academic work. Examples include, but are not limited to, using crib notes or an electronic device capable of storing information, copying

another's test answers, obtaining exam materials, questions or answers prior to the exam, and excessive contribution from others.

- Give unauthorized assistance to another student. Examples include, but are not limited to allowing another student to copy homework, class work or tests, providing others with exam materials before or during an exam, providing crib notes, or providing digital materials designed to cheat.
- Alter grades or answers on any written schoolwork, school document, or school database. Examples include, but are not limited to, giving unearned points to another student, changing answers after work has been graded, and changing points after work has been returned.
- Each student is responsible for the safe keeping of their own exam answers, written paper, research sources, and other class work product. If it ends up in anyone else's hands, the owner of the paper is considered to have cheated.
- Committing plagiarism. Plagiarism is the use of someone else's words and/or ideas without giving credit by properly citing the source. Examples include, but are not limited to, the copying and/or paraphrasing of encyclopedia entries, copying or paraphrasing ideas in Cliff's, Barron's, Sparks' or other similar notes, or the copying or paraphrasing of critical sources as if they were one's own words or idea.
- Penalties for plagiarism and or cheating on assignments of any kind are assessed at the administration's discretion.
  - 1st offense—zero credit for assignment, Saturday detention, 1 week ineligibility for athletics and activities, loss of GPA extra points for AP/dual credit, letter from student explaining understanding of offense.
  - 2nd offense—loss of eligibility for any athletics and activities for 9 weeks, Saturday detention, loss of eligibility for any academic or character awards at DCS, letter from student explaining understanding of offense, and behavior probation.

- 3<sup>rd</sup> offense—student forfeits their right to attend DCS.
- When cheating happens by a student not in class, as in the case of someone sharing previous work or assisting in cheating, an “in kind” sanction will take place in one of the student’s current classes.

## **CAMPUS PROCEDURES**

The high school is located at 2340 West Avenue J-8 in Lancaster. The phone number is 661-723-7441.

### **SCHOOL HOURS**

School hours for high school students are 7:45 a.m. to 2:30 p.m. Monday-Thursday, **and 7:45 to 12:20 p.m. on Friday**. The office is open from 7:30 a.m. to 2:45 p.m. and 7:30 a.m. to **1:00** p.m. Fridays.

### **ARRIVAL AND DEPARTURE**

Desert Christian Schools values the safety of your child and because of that; students are not allowed to take UBER, LYFT, or any other ride service to and from school. These drivers are not supposed to transport passengers under the age of 18 without an accompanying adult.

Students should not arrive on campus before 7:00 a.m. If it is necessary for students to be at school earlier than 7:00 a.m., please be aware there is no supervision available. Students should make arrangements to depart the campus by 3:00 p.m. unless they are participating in an organized school activity.

If the student is a sibling or carpool rider with one still involved in a school activity they are to be in the supervision location of that activity.

After 3:00 p.m. school staff is not available to supervise students waiting to be picked up if they are not involved in a school activity.

Students are expected to be picked up after school by 3:00 p.m. Students who are waiting should be outside the front doors or in the front lobby if staff is still present. Students may not be anywhere else on campus after normal school hours without supervision of faculty.

### **CLOSED CAMPUS**

DCHS operates under a closed campus policy. Upon arriving at school, students are to remain on

campus until dismissed from school. Visitors must register with the school office. Prospective students who wish to visit the campus for a day must apply for and receive permission at least 24 hours in advance of their visit and must be dressed modestly.

### **STUDENT SIGN-OUT**

Students leaving campus during school hours must be signed out by his or her parent or, if the student drives, must have a note or phone call from the parent giving permission to leave campus. Students who are late returning to class will receive a tardy or truancy according to normal absent/tardy guidelines. Students are not otherwise allowed to sign themselves out during school hours.

### **SENIOR OFF-CAMPUS LUNCH**

Seniors may go off campus for lunch on authorized days. Seniors are not dismissed for lunch early and are required to report to their next class on time. Off-campus lunch privileges are lost after the third tardy to sixth period on off-campus lunch days.

### **STUDENTS LEAVING CAMPUS FOR LUNCH**

Parents may pick up their child for lunch. Students may also be signed out to go to lunch with another (student and) parent, but must have written or verbal permission from their own parent. Students are required to report to their next class on time unless they are returning from an excused appointment.

### **CAREER CENTER**

A collection of college and career resources are available for students and parents. This collection includes college and university catalogs along with catalogs for vocational and technical schools.

### **HEALTH PROCEDURES**

The school does not administer any form of medication to students without a form signed by a parent or legal guardian. A copy of this form may be obtained in the school office. All medication must be kept in the office.

Students may not carry prescription or non-prescription drugs around campus or have them in their possession at any time.

All medications not picked up by the end of school year, will be disposed.

## **PERSONAL POSSESSIONS**

Students at DCHS should not have an expectation of privacy in regards to their phone, lockers, or backpacks. If a student brings these items on campus, they are subject to searches as it relates to proper conduct and discipline on campus.

Any article that might cause damage, injury, embarrassment, or disruption of a school program or anything of a nuisance value should be left home.

## **CELL PHONES**

As a safety measure we ask that parents who desire for students to have cell phones on campus provide the phone number on FACTS in their student's profile.

DCHS desires to foster and allow successful communication between the students and their home. All communication during school hours can be successfully handled through the school office.

However, there are situations that require additional means of communication, and cell phones are valuable tools. Therefore, they may be on campus during school hours under the following conditions:

- Cell phones that are on during the school day may not "ring" or vibrate so as to disturb the class.
- A student may use a cell phone in the classroom with permission and under the direct supervision of a teacher or staff member.
- Extreme care must be taken to avoid so much attention to the phone on campus that the higher value of engaging in meaningful discussions and relationships is not lost.
- All principles of behaving in a manner reflective of Christian values apply to every aspect of phone use.

## **ELECTRONIC DEVICES**

DCHS desires to foster appropriate use of technology for the purpose of student academic achievement. Students may bring personal electronic devices to school to be utilized during classroom instruction and classroom activities, with teacher approval. These items may be used on campus during school hours under the following conditions:

- Each student and family who opts for this computer policy accepts the inherent risks involved. The school cannot guarantee against damage, theft, or improper use. Students must at all times rely on internal battery power that will not necessitate cord plug-in for use of recharging.
- Handheld gaming devices are not allowed on campus.
- Phones are not to be used for handheld games unless specific written permission is granted.
- No devices may be used as a camera unless specific permission has been granted by a teacher or staff member.
- DCHS has been able to expand technological capability with the addition of a wireless network. This new network gives wireless Internet capability to students, staff, and DCHS guests anywhere on the campus, allowing filtered Internet access only. All users must comply with the Desert Christian computer acceptable use policy.
- Earbuds or headphones may only be used with specific permission from a teacher with his or her direct supervision.

Desert Christian High School uses a popular approach to student digital learning and Internet access known as "Bring Your Own Device" or BYOD. The benefits of this program over school provided devices, iPad purchase plans, or other 1:1 programs are numerous and widely recognized in education circles. Here are a few of them.

1. Students can use available devices from home or purchase a device that fits their budget.
2. Students can use their already available smart phones.
3. Students can navigate their digital needs on a device for which they are already familiar.
4. Security for private devices is easier to manage than on shared devices.
5. Bringing your own device allows for true anywhere/anytime learning.

## **TELEPHONE USAGE**

The telephones in the school office or classrooms are not for student use except when permission is obtained from a staff member, teacher or administrator.

## VEHICLE AND PARKING REGULATIONS

Driving a vehicle to school and using the school parking lot is a privilege. All students must comply with the rules regarding vehicles and the parking lot.

Each vehicle parked on campus during school hours is required to display a DCHS Parking Permit. Parking permits cost \$10 a completed application, and availability. Parking applications are available for licensed drivers at the school office. They are assigned on a first-come, first-served basis in order of application as long as spaces are available. Failure to comply with parking regulations may result in a warning, detention, referral, and/or a revocation of one's parking permit. The following regulations apply to the parking lot:

- Students must park in student parking only and must be parked in the appropriately marked parking spaces.
- Changes in vehicle information must be updated through the high school office.
- Vehicles and the parking lot are off limits until the end of the school day. Students are not to go out to the parking lot without permission from the school office.
- Students on work study must leave the campus following their final period and are not to return to campus until after the end of the school day unless prior permission is obtained from administration.
- **CARS ARE TO BE LOCKED AT ALL TIMES!** There is to be no loitering in the parking lot or on the street. Upon arrival at school, students should park and lock their car and leave the parking area.
- Stickers, emblems, decals, buttons, etc. identified with groups or movements contrary to Christian biblical standards are not to be displayed on autos.

In addition to the California Vehicle Code, the following regulations apply to driving:

- Obey all traffic laws on the way to off-campus school activities.

- ***Any form of reckless driving will not be permitted on or around the campuses.***

### Parking Permit Applications

Parking permit applications will be available but must be returned by the second Friday after the start of the school. After that, parking permits are assigned on a first-come, first-served basis as long as spaces are available. Permits cost \$10 before the second Friday after the school year begins and \$15 after that or for a violation.

## LOCKERS AND LOCKS

A locker is assigned to each high school student. A student's locker preference is considered based on registration.

Students must use the school issued lock and are responsible for purchasing a replacement from the school for missing or damaged locks.

At the end of the year, the student is financially responsible for the condition of his/her assigned locker.

Lockers are the property of Desert Christian Schools and are provided for students to store textbooks and personal belongings. Students are responsible to keep their lockers clean and orderly.

In order to ensure a safe and clean environment, the administration reserves the right to inspect any lockers – and the contents therein – at any time without prior or further notification. Students should take care to not leave their books and personal items unattended, but to use their lockers appropriately. Desert Christian Schools is not responsible for the loss of any personal property that students bring to school, including any loss of items from lockers.

Following are some guidelines for using school lockers:

- Students must keep their locker locked at all times.
- Students should not share lock combinations with other students.
- Students may not switch lockers without the prior approval of administration.
- Students are responsible for missing or damaged locks.

- Students must not attempt to open any locker that has not been assigned to them.
- Students must not tamper with locks or lockers.
- Students must not abuse lockers by writing on them, applying stickers, or damaging locker mechanisms.
- Students must not store items in lockers that are not allowed on campus.
- Students must not share their own locker with another student unless that student was specifically assigned as their individual locker partner.
- Students are responsible to pay for any locker damage they do in violation of the above rules.
- Violation of any of the above rules can result in temporary or permanent suspension of locker privileges.
- Any problems with a locker should be reported to the office.

## STANDARDS OF CONDUCT

### SPIRITUAL LIFE AND CONDUCT

It is the mission of this school to help students develop and grow in their faith in Jesus Christ so that they will become young men and women who have integrated their faith into their lives and developed a Biblical world-view (Romans 12:1; Ephesians 1:3-4; Colossians 1:21-23). The school desires for each student to have a vital, personal relationship with God through faith in Christ, and asks all students to measure their lives by scriptural standards of conduct so that they may perform effective Christian service.

***We desire each student to see*** that attending the school is a privilege granted to those who demonstrate a spirit of harmony with the philosophy and goals of the school. By applying for admission to the school, the student indicates his or her desire to follow the standards of conduct discussed herein, including the policies and procedures based on those standards.

Spiritual growth is never the result of superimposed rules, and therefore the school's standards of conduct are not designed merely to produce a

pattern of outward conformity. The school desires that students demonstrate by their conduct an inward acceptance of Christ and a spirit of subjection to His Lordship. It is hoped that all students will be led by the Holy Spirit to live above the letter of those standards (I Thessalonians 1:5-7).

To produce an environment which will encourage these goals, the school expects every student to demonstrate by attitude and behavior a life committed to Christ. "Don't let anyone look down on you because you are young, but set an example for the believers in speech, in conduct, in love, in faith and in purity." (I Timothy 4:12). It is understood that parents also must accept responsibility for their child to ensure that he or she abides by a Christian lifestyle at all times, including non-school hours. Students at all times while enrolled at DCHS must refrain from:

- Possession, use, or sale of illegal drugs, alcoholic beverages, or tobacco.
- Involvement in immoral or illegal activities.
- Swearing, using inappropriate language, sharing pornography, or other communication unbecoming to a Christian.
- Fighting.
- Any verbal or physical abuse or harassment.
- Academic dishonesty.
- Acts of dishonesty, such as lying and stealing.
- Participating in the occult or witchcraft.
- Defying authority.
- Claiming conduct contrary to school rules.

### GENERAL STANDARDS

In the interest of creating an orderly campus and wholesome atmosphere, the following behavior is not permitted:

- Displaying on one's clothing, lockers, or personal property such items as pictures or emblems, which exalt groups or movements that are contrary to biblical standards.
- Social dancing at any school sponsored function including all school trips and activities except with the permission of the principal.

- Demonstrating personal affection, other than holding hands (no personal romantic affection should be shown in classes or chapel).
- Bringing or possessing fireworks, firecrackers, matches, or other flammable materials on campus.
- Vaping.
- Chewing gum or eating sunflower seeds during school hours.
- Tampering with or taking items from another student's locker or backpack.
- Entering the faculty work areas without permission.
- Littering.
- Defacing or abusing any school property.
- Bringing any type of games or hobby pieces to play, sell, or trade without permission.
- Bringing pocketknives or any weapons (real or simulated).
- Bringing wallet chains to school.
- Talking disrespectfully about another person.
- Travelling as a student, athlete, or representative of DCHS is a privilege, and students who violate school rules while on a trip can expect to have trip privileges sanctioned or eliminated at the sole discretion of administration and in addition to any regular school discipline.
- We desire to help students make good choices and follow school rules. Any student who encourages behavior other than that is subject to discipline of the act they are encouraging or beyond at the discretion of administration.
- Technology is a neutral force and people choose whether to use it for right or wrong. One handbook can not spell out all possible uses or abuses, but generally speaking, students need to know that what they say or do online is subject to the same guidelines as if the act took place in person.
- The proliferation of technology has made access to inappropriate material prolific. As an emphasis, students should avoid accessing

and/or sharing inappropriate material at all costs.

## **SCHOOL ENVIRONMENT**

Desert Christian High School is committed to providing a quality education in a safe and caring environment. Students and staff at DCHS treat each other with respect, dignity and kindness, or, in the words of Jesus (Mark 12), "Love your neighbor as yourself." A safe and caring school environment must begin with self-discipline on the part of all members of the DCHS community. The apostle Paul (in Galatians 5) encourages us to live a Spirit-controlled life and the apostle James (in James 3) teaches us to speak and live self-controlled lives. Our school environment is based upon the personal integrity of students, staff, and parents and their willingness to practice self-control and Spirit-led lives. Respect for the rights of others is expected of all members of the DCHS community. Certain rules and expectations make living and working together safe and beneficial. The school has the right and responsibility to make and enforce these rules and expectations. Students, parents, and staff have the responsibility to follow them.

## **CLASSROOM ENVIRONMENT**

In the classroom, teachers are responsible for maintaining the control and discipline necessary to establish a quality learning environment. DCHS administrators support teachers in this disciplinary role and will become involved if it appears that student disruption and lack of cooperation warrants their attention. Teachers are encouraged to be consistent in their disciplinary actions, to keep the discipline commensurate with the offense, and help students move toward self-control.

Students are encouraged to seek out a significant adult (parent, counselor, teacher, administrator, or coach) to act in an advisory capacity when faced with issues that need resolution. Teachers will partner with parents and students throughout the classroom discipline process.

In order to maintain a classroom environment that allows for maximum learning, teachers will establish those standards they deem necessary. However, the following are standards for all classes:

- Students must always demonstrate respect for and cooperation with teachers.



- Students will be on time to each class and prepared with the necessary materials and mental attitude, which indicate a readiness to learn.
- Communication of any kind between students that is disruptive to the teacher or classmates is unacceptable.
- Personal grooming is inappropriate during class sessions and is not permitted.
- Students must have a pass in their possession if they are outside of class during class hours.
- Food, candy, and mints will not be consumed in the classrooms without the teacher's approval.
- Water may be brought into the classroom. Using the water must not become a distraction in the class.
- Students may not be in classrooms without a teacher's permission or in offices unless a teacher or staff member is present.
- The teacher's desk, briefcase, grade book, computer, and other belongings are personal property and will be treated as such by students.

### **HOW MISCONDUCT IS HANDLED**

DCHS partners with parents during the discipline process.

When a student's behavior or attitude is in conflict with the standards of the school, every effort is made to encourage the student to demonstrate the change and improvement necessary to comply with these standards.

Any matters not specifically covered by the handbook are subject to discipline at the discretion of administration and may cover penalties up to and including expulsion from school. The handbook does not limit the scope of our discipline; instead it attempts to create clarity and consistency.

Discipline in the classroom is handled as follows:

- A counseling session is held between the student and teacher to discuss the misbehavior.
- A telephone contact or E-mail is made by the teacher to the parents.

- The student's citizenship grade may be lowered.
- A conference is arranged with the teacher, parent, student and administrator to discuss the misconduct.

If, after a reasonable amount of time, the teacher feels there is a continuing problem in behavior or attitude, he or she will refer the student to the administrator for counseling or further disciplinary action.

In certain serious misbehavior such as disrespect to teachers, student fighting or violations of the Christian lifestyle standards, students are referred immediately to the administrator.

### Discipline by an Administrator

Automatic referrals are also given for violation of school policy or continual and repeated class disruptions. Referrals are handled as follows:

1st demerit: counseling by administrator, email to parents, available on FACTS

2nd demerit: counseling by administrator, detention given, email to parents, available on FACTS

3rd referral: counseling by administrator, 2 detentions given, email to parents, available on FACTS

4th demerit: Saturday detention given, email to parents, available on FACTS. \$15 detention fee

5th demerit: suspension, (1% deduction of all student's grades for quarter), email to parents, available on FACTS, (parent meeting if one has not previously taken place)

6th demerit: suspension (1% deduction of all student's grades for quarter) (or more than three demerits within nine weeks); probation, email to parents, available on FACTS

7th demerit: (or failure to complete the conditions of probation): students may forfeit their privilege to attend the school, email to parents, available on FACTS

The administration may consider a previous year's infraction pattern when deciding on current

discipline issues. In addition, the administrator retains the right of discretion when disciplining students. Serious infractions may result in an immediate suspension.

Incidents that happen during athletic contests or extracurricular activities may incur penalties beyond the game or event. Examples would be disrespect to officials, threatening, pushing, fighting, abusive or inappropriate language. Discipline actions include sanctions, penalties, and a meeting with administration prior to returning to athletic eligibility.

Work projects or assignments, payment for damaged or broken items, probation, Saturday detention (fee charged), or suspension may be used as a part of the discipline procedure. Students may be expelled (withdrawn from enrollment in the school) for continued violations of school standards or if a single offense is particularly serious.

#### Detentions

- Students arriving late are not allowed to serve and will be assigned an additional detention beyond the original that still needs to be served
- Normal classroom rules apply. For example, no talking or putting heads down.
- Truancy from detention or being dismissed from detention due to violating detention guidelines results in the detention being reassigned and an additional detention scheduled.
- If a student is absent due to illness on the day detention has been assigned, he/she must present a note signed from a his/her parent and he/she will automatically be assigned to the next Saturday detention period and notice will be sent. The student is responsible for his/her attendance.
- Detentions will not be rescheduled around extracurricular activities.
- The purpose of Saturday detention is to encourage students to make better choices in the future. It is not primarily meant to be punitive, but rather a time to reflect.
- Saturday detentions are assigned for the next available Saturday with a choice of the next two

available Saturdays. Therefore, each student has the opportunity to make arrangements with carpools, employers, coaches, etc.

- Students may reschedule one Saturday detention to the next available date. Once rescheduled, students must serve the detention on the rescheduled date.

#### **BEHAVIOR PROBATION POLICY**

Probation is defined as a specified length of time—normally one semester—during which a student is expected to demonstrate ability to perform satisfactorily at DCHS. A student on probation will be given one semester in which to improve his/her record to the extent necessary to satisfy the faculty and administration that he/she will profit from further enrollment at DCHS. If such improvement is not forthcoming, he/she may be refused permission to re-enroll the following semester, or in extreme cases, may be asked to withdraw from the school.

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

- Unsatisfactory behavior.
- A serious violation of the school's standards of conduct.
- Administrative decision.

Definite, individualized goals will be established for each student on probation in the following areas:

- Attitude.
- Citizenship.
- Academic progress.
- Evidence of spiritual growth.

The student must meet with the administrator on a regular basis, at least once a month, to discuss progress.

Students who do not return their probation contract within one week have a detention and must contact home. After two weeks the student may not return to class until the contract is turned in.

Students who do not fulfill their probation contract forfeit the right to return to Desert Christian.

## **ATTENDANCE POLICIES**

Regular and punctual attendance is essential for success as a student. Absences interrupt the smooth and complete process of learning. Students are urged to be absent only when absolutely necessary.

All absences are considered to be detrimental to the student's academic progress.

All absences count forward the excessive absence policy, limit of 10 per semester.

When an absence occurs, the student is responsible for class work missed and must arrange with the teacher to make up assignments, tests and quizzes.

Student organized ditch days complicate the school's responsibility to provide safety and security for its students. Special days for outside of school student enjoyment are carefully planned and organized with parent permission to ensure the safety of students. Students who participate in student organized ditch day will be considered truant and may lose privileges including but not limited to the opportunity to take part in school trips, athletic trips, outside of school activities, senior grad night, and other events. The sanctions will be at the sole discretion of school administration.

## **PARENT RESPONSIBILITIES**

Prompt and regular attendance should be encouraged. Doctor appointments and family vacations should be scheduled so that attendance at school is affected as little as possible.

Parents should phone the high school office to report their child's absence.

On some occasions, long term illness that create excessive absences receive special consideration in assessing absence penalties.

Parent notification of absence must be given within one week of the absence to be considered for leniency.

## **STUDENT RESPONSIBILITY**

Regular, punctual attendance at all classes is expected. If a student misses more than half a class they will be considered absent from that class.

### Consequence for Truancy

The student is considered truant if absent from school all or part of the day without authorization from parents or school.

Notification must be given within one week of the absence to be considered for acceptance.

A student is also truant if more than 3 minutes late to class.

A detention or suspension will be given for truancy based on severity or determined by administration.

### Suspension

Suspension is defined as occasions when a school administrator does not permit a student to attend classes for a specific period of time. All work missed may be completed and receive full credit when turned in on the next school day attended.

### Consequence for Excessive Absences

All absences are considered to be detrimental to the student's academic progress; therefore a student should not accrue more than 10 absence days during any semester.

Excessive absences affect academic performance and may result in probation or other consequences assigned by the principal. A grade penalty of 1% for each absence beyond 10 is in effect for every class for which that is true.

## **WORK PERMITS**

DCHS, in compliance with California law, issues work permits to our students. Permits may be issued if a student has at least a 2.0 GPA in the most recent quarter. California law requires that students must not attend work on days they are absent from school. Working students are advised to read their work permit carefully. Work permits can be obtained in the high school office.

Work permit may be revoked if student falls to academic probation.

## **STUDENT WORK MAKE-UP PROCEDURE**

When a student misses classes because of an absence, the student is also missing valuable classroom instruction and discussion that cannot be made up by normal homework assignments.

Therefore, teachers will hold students accountable for adequate make-up work to cover the missed

instruction. Failure to complete assignments will reflect on the quarter academic grade.

#### Partial Absences

A student who is present for any portion of a class is responsible for the homework given in class.

#### Short-Term Absences

Daily assignments and tests conducted during the absence are due the day the student returns unless previously arranged with the teacher.

Failure to follow these procedures will result in a zero for the assignment or test and may affect the final grade.

#### Absences from Properly Notified Illnesses

The student will be allowed to complete the work in the same number of days for which the student was absent. (Example: if a student is absent two days, he/she has two days to make up class work, provided the work was assigned during the absence.)

### **TEST & QUIZ MAKE-UP POLICY**

***Illness or qualified absence: student must make up the exam the day they return unless teacher grants more time for cause.***

***Pre-arranged absence: student must take the test before they are absent unless teacher grants more time for cause.***

***When a student fails to pre-arrange (as they should for all non-illness absences such as athletics, activities, and outside appointments) a 30% penalty/deduction will be assessed if completed within one week of test and zero after that.***

#### Lengthy Absences

In cases of a lengthy absence caused by illness, pre-arranged absences, or emergencies, students and teachers will make special arrangements for make-up work. Make-up tests will be arranged with the teacher.

Students will help themselves by reviewing FACTS to stay current on assignments.

#### Extracurricular Absences

Students excused for extracurricular activities are responsible for turning in homework in all classes regardless of whether or not they attend those

classes on the day of the absence. They are also responsible for the homework assigned in all classes, including those missed.

Before leaving for an authorized extra-curricular activity a student is responsible to:

- Turn in all assigned homework
- Obtain new homework assignments
- Take any tests and quizzes that will be given during the absence

#### Special Consideration

Infrequently, an absence due to illness or some special emergency may legitimately prevent the student from having the opportunity to complete an assignment or prepare for a test. In this case, the parents should submit to the principal a written request for special consideration.

The burden of proof is on the parent to demonstrate that an exception to the standard procedures is justified.

### **TARDY AND DEFICIENCY POLICY**

It is important that students at DCHS be punctual. Students not only do better in school by learning to be on time, but punctuality is a characteristic of good citizenship in every walk of life. Late to school deficiencies, class tardies, and missing materials are calculated separately.

Students may have three unexcused deficiencies per semester in each category without suffering a consequence. Deficiencies accrued each semester will be handled in the following manner:

1st occurrence:	student notified.
2nd occurrence:	student notified.
3rd occurrence:	student notified.
4th occurrence:	one detention, student calls home.
5th occurrence:	one detention, student calls home.
6th occurrence:	Saturday detention (2 hours @ \$15).
7th occurrence:	Saturday detention (4 hours @ \$15).
8th occurrence:	Suspension

9th occurrence: Probation.

Detention guidelines may be found in the discipline section of this handbook.

#### Late To School

- If a student is tardy to school in the morning, he/she should report to the office to register his/her attendance and obtain a tardy slip.
- Some reasons for lateness to school may be excused, such as limited illness, medical or dental appointments, verified major traffic problems, (not construction) or a late carpool. (unless the tardy student is the cause for the lateness.) In the case of a late carpool, the carpool driver and all family members travelling by that car receive a late to school deficiency.
- Tardy excuses such as personal circumstances, illness of a sibling or parent, or car failure, are not accepted as excused.

#### Late To Class

- Students must be in their seat before the bell begins to ring or they are considered tardy.
- If a student is tardy to class, he/she should report directly to class. He/she will be charged with an unexcused tardy unless he/she brings an excused tardy slip to the teacher.

#### Missing Material

- Students receive a missing materials tardy for not bringing required materials to class.

## **EXTRACURRICULAR ACTIVITIES**

DCHS offers a wide range of activities for every student. Students have the opportunity to participate in CIF sports teams in football, cross-country, volleyball, soccer, softball, baseball, track, basketball, and swimming. A fee-per-sport is assessed to help cover the various expenses incurred in the program. It is due by a specified date prior to the beginning of the season.

A variety of clubs are also offered that are determined by student and staff interest. Each club session is structured around a corresponding season and runs for 10 weeks. Each club is assigned an advisor.

Recent club themes include: Robotics, Movies Ukulele, Riverdance, Logician's Acumen, Basketball, Disney, YouTube, Ping Pong, Rabbit Trail, Photography, International Connections, Animation, Tea Party, Gymnastics, Girl's Bible Study, and Frisbee.

The requirements and expectations for each club are announced prior to the season, enabling the student to make knowledgeable choices regarding their commitment.

DCHS also offers a variety of field trips and excursions throughout the school year.

Students must maintain good grades and good conduct in order to enjoy the privilege of participating in extracurricular activities. Students who fall below the academic and conduct standards are not eligible to participate.

### **STANDARDS OF ELIGIBILITY**

To be eligible, students must have a "C" average (2.0 GPA) and no more than one failing grades, and behavior in good standing.

Eligibility is determined by the quarter grades immediately preceding the beginning of the season of sport. All incoming freshmen are eligible for the fall quarter.

To be eligible to participate, a student must be enrolled in a DCS program. Students in the Desert Christian Home Education Program must apply for acceptance to the high school and be accepted before they may participate in extracurricular activities, including tryouts for athletic teams.

The administrator may remove students whose grades drop significantly during the course of a season or activity from participation. Criteria such as "progress reports" and reports from teachers will be used to determine if a student should continue to participate.

Any student-athlete who has transferred from one high school to Desert Christian must complete an athletic transfer eligibility application (207 transfer Eligibility Form and 510 Contact Affidavit Form) to deem whether the student is eligible to participate on the varsity level. The CIF-SS has final say on whether a student is eligible to participate on the varsity level. All freshman transfers (whether they played varsity or not) are eligible to participate on the varsity level providing all the necessary paperwork has been approved by

CIF-SS office. Any sophomore or junior who transfers to another school is eligible to participate on the varsity level if he/she has a change of address and that address change has been approved by CIF-SS office. Also, a student who has transferred can participate on the varsity level if they did not play that varsity sport at the other school. For example, if John Gibson played varsity football and baseball at Bethel Christian and transferred to Desert Christian, then he would not be able to participate on the varsity level in football or baseball at Desert Christian. However, John may participate on the varsity level in other sports offered at Desert Christian, such as soccer, cross country, volleyball, or track.

### **RESTRICTIONS FOR INELIGIBILITY**

Students ruled ineligible because of grades or behavior are restricted by the following policies:

- If a student is ineligible at the beginning of an activity, he/she may not try out, practice, or in any way participate in the activity.
- If a student becomes ineligible during a season of his sport or activity he will be excluded from participation for the duration of the season.
- A student's eligibility will be determined at the end of each quarter.

### **REGULATIONS FOR EXTRACURRICULAR ACTIVITIES**

The following are general rules governing extracurricular activities that are applicable to all students, whether they are participant or spectator.

- A student's participation in any extracurricular activity is based on a full day's (a full day is considered the number of classes that a student has been assigned each day) attendance with the exception of dental and doctors appointments, in which case the student must still be in attendance at least four class periods (more than half) of that day. A doctor's note must be provided. Parents are requested to make doctor and dentist appointments on non-game days.
- All activities are under the supervision of the school, and students are expected to be as responsible and cooperative at an activity as they are in the classroom.

- The school dress code (relating to modesty, neatness and appropriateness) applies to extracurricular activities unless specific exceptions are announced.
- Team members or participants must use school transportation unless other means have been specifically authorized by the administration. School insurance only covers students when they are traveling in school authorized vehicles.
- Participation in CIF sports may earn P.E. credit at five units per completed season of sport.

## **ATHLETICS PROGRAM**

### **PHILOSOPHY OF ATHLETICS STATEMENT**

Athletics are part of God's creation. As such, athletics are intended to bring glory to Him, our Heavenly Father. Athletics from a Christian perspective should have several distinct characteristics that allow coaches, athletes and spectators to bring glory to God. These distinctives are drawn from God's Word and, therefore, may be different from "the world's" viewpoint. It is vital that each Christian athlete, coach and spectator be willing to submit, make changes, grow and mature so that God will be pleased. Oftentimes this change is difficult due to past experiences, ingrown patterns, respected examples and simple tradition ("I coach the way I was coached"), yet these need to be brought under the scrutiny of God's Word for validation or rejection (Leviticus 20:23, Romans 12:1-2).

### **DISTINCTIVES**

The following list is by no means exhaustive or inspired. It is meant to give perspective, create discussion and begin a process of making each program an extension of the love and acceptance we have in Jesus Christ.

#### #1: Our Primary Goal is to Elevate the Reputation of Jesus Christ.

Our teams establish many goals, none of which is greater than bringing glory to our Lord and Savior. This is quite a distinctive and the opportunity for success and failure is very great. As a Christian school we should be obviously different in our attitudes and actions. Unfortunately, it is all too

often the case that many observers may be turned away from our Lord because of our conduct. We are called by our Lord to be a light on a hill in the athletic contest. Granted, we will suffer some setbacks in this high goal, yet we need to continually encourage our athletes and coaches to pursue the elevation of Christ's reputation.

#2: Athletics is Part of the Whole Person, Not a Separate Part.

Unfortunately, many have come to believe that there is a legitimate difference between morality in sports and in everyday life. This is not taught by Jesus Christ. When the "fruit of the Spirit" is discussed in Galatians 5: 22-23 no mention is made to indicate these traits as part-time. We should accept actions on the field as an indication of the true person, rather than excuse them as being under stress. A practical application could be that language on the field or court should be the same as that in the pew, living room or classroom.

#3: A Person's Personhood and Performance Should Not be Linked Together.

The Bible instructs us not to place our worth in circumstances but in the position we have in Christ. Our self worth is not to be determined by a win-loss record. An athlete may perform poorly, yet need affirmation that he is still worthwhile, valuable, loved and accepted. This is God's example to us, in that while we were still sinners He loved us and sent His Son to die for us. Therefore, success needs to be evaluated on the type of people we are reproducing, on the characteristics and qualities our athletes are claiming for themselves, not on our finish in league or win-loss record.

#4: Allow God to Grant Victory or Defeat.

The Bible has numerous accounts of God's people suffering, dying, losing, and enduring hardships and persecutions. We must not equate victory in battle as proof of God's blessing or approval. We must be willing to endure any situation God chooses for us and accept it as part of His omnipotence and plan. God is more concerned with the process of attaining success than the success itself. It is clear in Scripture that obedience, hard work, and patience does not always result in victory, at least not in this world (Genesis 37-50). This position, however, does not mean we do not have any responsibility. Losing for the sake of Christ and using this philosophy as a copout is not bringing

glory to God. A relevant quote from *The Sanctification of the Sport* by Hoffman states,

Recognize that if a sport is to be a sport at all, the objective of winning must not be de-emphasized. The spoilsport who does not try to win is worse than a cheat. At the same time, however, we must be careful not to delude ourselves into thinking that God in any way cares about the outcome. Those who feel that God especially cherishes winners or that somehow a win glorifies Him more than a loss, have theologically reduced God to a spectator who sits on the sidelines caught up in the surprises of the contest.

Our emphasis in this area is two-fold: prepare to win and play to win; then allow God to exercise His will.

#5: As Authorities Established by God, Umpires and Officials Receive Our Honor and Respect.

All authority comes from God (I Peter 2:13). Oftentimes human authorities make human mistakes, which have a negative impact on us. Our response to this "injustice" is of great importance to God. Which is more important, my rights or God's reputation? I Peter 2:19 states, "For it is commendable if a man bears up under the pain of unjust suffering because he is conscious of God." Are we willing to accept injustice, which is common to all men, in a way that would further the cause of Christ? Do our teams learn from the coaches not to blame referees or complain about field conditions, etc. (Philippians 2:14)?

We cannot change the conditions, so why not live "above" them and let people see a difference.

#6: Athletics is a Vehicle to Educate the Whole Person.

Our God has created many vehicles that are intended to teach us about life. Drama, music, academics and athletics are a few. We need to provide an environment through which God's truths can be effectively communicated. In athletics one experiences all human emotions from joy to sorrow, pride to humility, camaraderie to loneliness. These experiences provide opportunities for godly Christian coaches to come alongside and impart God's truths about how these situations should be handled. For the Christian this opportunity extends further than just physical and

emotional needs and rewards. The Christian coach and athlete recognize spiritual needs and are, therefore, able to bring the whole being into submission to Christ.

To conclude, much could be said to further amplify these biblical distinctions. This brief account is intended for thought and discussion. It is vital to communicate clearly to our athletes these distinctives and many others. Our parents and supporters will make a difference in the success or failure of our programs, and so, are in need of communication as well. May God be glorified through our involvement and direction into His athletic programs at DCHS.

### **ATHLETICS PROGRAM GOALS**

- To establish/sponsor competitive teams geared toward the competitive nature of CIF sanctioned sports.
- To provide an opportunity for an athlete to gain knowledge and skill for advanced levels of commitment or play.

### **SCHOOL EQUIPMENT**

Students are personally and financially responsible for all equipment (football)/uniforms checked out to them. The equipment/uniform must be returned to the coach within one week of the last game of the season. There will be a uniform recovery fee charged, that is commensurate with replacement at current market price, if uniform is not returned or returned damaged.

Students will receive credit on items turned in only if they are items that were checked out to them. Students should treat all equipment as though it was their personal property.

### **STANDARDS FOR STUDENT-ATHLETES**

There is a Sports Fee for all sports. Once fees are due students will not be allowed to participate in athletic activities or practices until all fees are paid.

All sports fees are due by the established deadline and no student may receive a uniform until sports fees are confirmed paid. Sports fees are non-refundable after the first game.

Students are never allowed to participate in any athletic activities or practices without uploading the proper health clearances to the registration site.

If an athlete quits or is released from a team, due to behavior or academic reasons, he/she will not be eligible for any athletic awards and he/she is still responsible to pay the full amount of the athletic fee. No refunds will be granted. The athlete that quit will also not be allowed to practice for the next sport, until the sport he/she quit is completely finished. If the athlete is removed from the team by the parents (for behavior or grades) but is still eligible to play, he/she must return back to the original team providing the coach gives permission.

When a student-athlete is medically excused from school, he/she will also be excused from practice or a game. The athlete should call the coach on game day so that the coach may adjust the line-up. If a student misses any school for illness he/she cannot participate in practice.

When a student-athlete is requested by his parents to go on vacation with them, this is to be accepted as a valid excused absence from practice or games, provided this is communicated in advance. When the athlete returns, he is not guaranteed his previous position (e.g., on the starting team).

If a student-athlete has one unexcused absence from practice, the student will not be allowed to play in the next athletic contest. If the unexcused absence occurs the day before a game or contest, and no communication with the parent has been made that night, then the athlete must be allowed to dress, as well as travel, with the team but participation in the game is not allowable. If the coach contacts the parents that night to get proper feedback as to why he/she was not at practice and the coach deems the information from the parent as unexcused absent, then the coach can inform the parents that he/she will not be allowed to attend the game or contest the next day.

If a student-athlete is suspended from school, the student will automatically miss the next athletic contest. In-season athletes will be required to serve detentions on the day specified. Special arrangements are not made to accommodate athletic participation around discipline consequences.

Sideline and bench conduct is to be consistent with school policy and will be enforced by the coach and/or administrator.

A coach, with administrative approval, may establish additional requirements for the team.



## **PRACTICE AND COMPETITION APPAREL**

The coach and athletic director will establish a mandatory team practice uniform that complies closely with the school dress code.

The coach and athletic director will define minimum dress attire for athletes at contests. The coach may specify a certain type of attire for the team. The dress code includes home and away contests, and is in effect before and after contests.

## **CONDUCT OF ATHLETES**

Athletes are expected to represent our school well during athletic contests, both in appearance and attitude. If an athlete is disciplined by an official during an athletic contest, the athlete will be required to meet with the Athletic Director and Principal and appropriate school discipline will be determined for the student. Athletes are expected to maintain conduct in accordance with the DCHS Student Handbook at all times while representing the school.

## **REQUIREMENT TO EARN AN ATHLETIC LETTER**

Any athlete who completes a season on a varsity team will receive a letter and either a sports emblem or chevron. These can be displayed on a letterman's jacket or sweater.

## **STUDENT ACTIVITIES PROGRAM**

### **PHILOSOPHY OF STUDENT ACTIVITIES STATEMENT**

In accordance with our philosophy of Christian Education and goal of developing Christian leaders, the DCHS Student Activities program strives to meet the needs of the "whole person" (spiritually, physically, socially, emotionally, and intellectually).

The primary goal is to elevate the reputation of Jesus Christ through developing students whose Christianity permeates every word and action. We seek to grow God-given talents and abilities in students as well as Christian character qualities. Basic to this program is providing students the opportunity to serve others (Genesis 2:18, Ephesians 4:1-16, I Peter 4:10, Hebrews 10:24-25, Romans 12:5-6).

## **DISTINCTIVES**

With these purposes in mind, several distinctives have been drawn from God's Word. The following list is by no means exhaustive nor inspired. It is meant to give perspective, create discussion and continue in the process of making each program an extension of the love and acceptance we have in Jesus Christ.

#1: God has created each one of us uniquely by His sovereign choice. (Psalm 139:13-16)

Not all of our students are going to have the same interests and desires. We provide opportunities for students to pursue the interests they have, and in doing so, learn how to bring glory to God.

#2: As believers, our "good works" are to bring praise to our Father in heaven. (Matthew 5:16)

Advisors help our young people become aware of the many opportunities they have to "let their lights shine before men." To live life with the goal of bringing glory to God in all we do gives purpose to even the mundane. We want our students to realize the manners they display, the love they show to one another, the projects they pursue, etc., are all potential "good deeds" that can be used to bring glory to God.

#3: To have the older and more mature in Christ modeling and instructing truth to the younger is an effective way to see lives changed. (Titus 2:1-8)

Students are exposed to many truths while being trained at DCHS. We want to not only see their minds filled with facts, but their lives changed by learning to apply those facts to their individual lives. By involving more students in clubs, projects, and activities, we are increasing the interaction they have with godly advisors/teachers in a lower student-to-teacher ratio than the classroom affords.

Deuteronomy 6 presents the pattern of teaching spiritual truth through the common experiences of each day. Students' involvement in clubs and activities increases the opportunity to teach spiritual truths in this way.

#4: As believers, each of us have received spiritual gifts that are to be used to minister to others. (I Corinthians 12:4-7)

We desire our students to know that their lives as believers do have purpose and that they are valuable members of God's kingdom. We might

not all be "called" to the same functions of ministering, but we are all called to minister. Acts 6:3-4 is a great example of how we can be of service to God's kingdom whether it be by "waiting on tables" or by "giving our attention to prayer and the ministry of the Word." Through clubs and activities, we provide many opportunities for students to minister to others.

#5: Students who are involved in ministry for the purpose of using their God-given gifts to strengthen, serve, and encourage others are deserving of recognition. (I Corinthians 16:17-18)

It is our desire to recognize students who are using their gifts to bring glory to God. We desire them to be affirmed and honored for the contributions they are making to our school, our community, and our churches.

### PROGRAM GOALS

- Offer a variety of clubs and activities that will enable all DCHS students to be involved in a supervised program.
- Disciple students who are involved to more effectively use their interests and gifts to bring glory to God.
- Provide beneficial services to the school and community.
- Create within the student a sense of identity and belonging to their school.
- Provide the opportunity to earn a Desert Christian Varsity Letter.
- Provide the opportunity for students to develop meaningful friendships and memories that will last a lifetime.

### STRUCTURE OF CLUBS

Each year we offer fall and spring clubs. Each club session runs for 10 weeks. ***Each club identifies an adult advisor.***

The requirements and expectations for each club are given out prior to its season enabling the student to make knowledgeable choices regarding their commitment.

If a student withdraws from a club, she/he is not eligible to go out for another club or sport until the current session is completed.

### REQUIREMENTS TO EARN A CLUB LETTER

As stated in our list of distinctives, we believe in the value of involvement and therefore offer a varsity letter to any student who earns 4 "points" for club involvement. "Points" are earned by successfully completing a season with the club joined.

A club is worth one point for the number of times it meets each week. (Example: If a club met once a week and a student finished the season, he would earn one point toward a varsity letter.)

Club members must attend 90% of the club's meetings, activities, and trips to successfully complete a session and earn a point.

### CONDUCT OF CLUB MEMBERS

- Maintain conduct in accordance with the DCHS Student Handbook.
- On outings, remain in compliance with DCHS Trip Guidelines.

### ACADEMIC CATALOG

***The Academic Catalog is available by request, downloading from FACTS/Resource Documents, or [click here to view the Academic Catalog](#).***

### STANDARDS FOR DRESS

Christian schools have a special responsibility to establish dress standards appropriate for a Christian educational setting. The DCS dress code has been designed to provide for a comfortable, non-distracting, and appropriate environment for students where they can maximize their Christian education.

This dress code remains in effect for all school activities and while students are on any DCS campus, including after school and summer.

The administration reserves the right to make final decisions in all dress code or hairstyle matters. If there is any question whether an item of clothing or hairstyle is appropriate, ask the principal or vice-principal before the item is worn to school.

### DRESS STANDARDS FOR HIGH SCHOOL STUDENTS

All students must appear neat, well groomed, and modest, meaning that clothes must fit well and not

be provocative or revealing. DCS takes the view that sloppy or overly casual dress is not conducive to good work habits.

School pride and honor are something we take seriously. School color and spirit days may be announced and observed on special days. Clothing with logos or names of other schools is not proper dress on our campus.

DCS students who are out of dress code are referred to the office and may not return to class until the dress code issue is resolved. Students should have a plan in place to provide alternate clothing for resolving any unexpected needs.

Dress code may be suspended for some athletic contests and special events by permission of the principal.

Seniors must ensure that their formal senior pictures are in dress code (hair, jewelry, etc., please see handbook for specific guidelines) so they may be used in the yearbook and other school presentations.

Senior pictures not in dress code will be edited for yearbook and graduation at the parent's expense.

### Shirts

All students shall wear an authorized DCS logo polo shirt in an appropriate size that meets the following requirements

- Must be royal, navy, light blue, black, white, or grey.
- Must not fit tightly.
- May not be altered, gathered, or clipped to adjust the length or width.
- May be tucked in or worn out, according to the desire of the student.
- May wear a plain long-sleeved shirt underneath the DCS logo polo shirts.
- Must be worn with a bra for middle and high school girls.
- The polo shirt should be the top shirt at all times unless covered by an authorized DC sweater, sweatshirt, or jacket as listed elsewhere in this dress code.

### Pants

Any type of pants are acceptable that meet the following requirements:

- Must be clean, neat, and properly hemmed.
- Must be worn at the waist.
- Must fit at the waist without the help of a belt.
- May not fit tightly (should not hug the contour of the body at the waist, hips, or legs) and may not be oversized.
- May not appear excessively faded or worn, and judgment will be based on administration.
- May not be low-rise style.
- May not be torn, worn longer than the bottom of the shoe, or frayed.
- May not have holes.
- Tight fitting pants, especially those made of stretchy material that fit closely to the contours of the body, should be avoided.
- May not include leggings or jeggings, or yoga pants, worn as pants.
- May not be flannel pants.
- May not be athletic style (including those made of mesh or nylon-type or fleece lined fabrics).
- May not have snaps or Velcro fastening the side of the leg.
- May not be sweatpants, joggers, overalls, or other extremely casual looks.
- Girls' pants that are not full length and are hemmed to remain below the bottom of the knee when the student is seated are acceptable.

### Shorts

- Must be a solid color (non-denim) from the school uniform collection of Land's End, Target, JC Penney, or Dickie's.
- Must be no shorter than mid-thigh nor longer than the bottom of the knee when standing.
- Must fit at the waist and not be oversized or baggy.
- Must be hemmed (no unfinished edges).
- Must not be tight fitting.

### Skirts, skorts, and jumpers for girls

- Must not fit tightly.
- Must not have slits that extend more than three inches above the knee while standing.
- May display designs of appropriate subject matter.
- No more than three inches above the top of the knee when standing.
- May be made of denim. Factory frayed denim is acceptable.
- Skorts are not permitted.
- May wear a dress in place of a skirt, but must be covered with a school polo.

### Outerwear, Sweaters, and Sweatshirts

- Any clothing worn over a DC polo, including but not limited to sweaters, sweatshirts, and jackets must have an authorized DC logo or writing and coloring. This helps in the identification of DCHS students for security purposes. A list of authorized wear will be available at the beginning of each year to include uniform wear and SOME spiritwear. This DC cold weather wear may be worn in the classroom.

### Hair

Hairstyles that are out of dress code, as determined by administration, must be corrected.

- Must be practical. Extreme hairstyles are inappropriate. (Most extreme styles may be avoided by ensuring that length transitions are blended).
- Hair may have no discernible lines other than the parting of the hair.
- Hair may not be cut shorter than a #1 guide.
- Hair length that varies more than 3 inches from the side to the top will be reviewed for being extreme.
- Must be neat, clean, and simple in style.
- Must be kept trimmed, clean, and combed.
- Boy's hair must be a conservative length. A maximum length must not extend to cover more than half the ear and must be off the

collar. Hair length in front of the ear must not extend below the same half-way point.

- Boy's hair length must be trimmed to remain above the eyebrows at all times, not merely pushed out of the eyes.
- Boys' hair may not be tied, braided, gathered, or adorned.
- Must not be partially or completely shaved.
- Must not be extreme so as to cause a distraction.
- ***Students who wish to have coloring in their hair other than natural hair colors should limit the coloring to streaking, shading, or smaller areas to avoid extreme hairstyles and distraction.*** Natural colors include shades of blond, brown, black, or red, as they would normally grow. ***A good rule of thumb is that at least 75% of the student's hair should be a natural color.***
- Examples of unacceptable hairstyles include the following: shaved lines, partial or full shaving of the head, any style that can be associated with practices contrary to the schools biblical lifestyle standards, or any style that draws attention to it and may cause a distraction in the classroom.
- High school boy's sideburns may go to the bottom of the ear.
- Beards and mustaches are not allowed. Students should be clean shaven.

### Shoes

- Must be worn at all times.
- Must be practical and safe.
- Shoes with wheels are not allowed on campus.
- Military or work boots are not allowed.

### Makeup and skin art (tattoos, decals, or drawings on skin)

- Makeup on boys is not allowed.
- On girls, makeup must be neat, simple, and modest.
- Acquiring any form of skin art (e.g. tattoos, decals, drawings) is not allowed.
- Students are not to draw on themselves or each other.

### General

- Hoods may be worn only when out of doors.
- Jewelry must be kept simple.
- Girl's earrings must not be longer than one inch in length or hoop size.
- Clothes worn under jackets must be in dress code to allow students to respond to temperature changes.
- No skin should be visible between the neckline and bottom of skirt or pants, with the exception of the arms.
- No part of an undergarment should ever be visible.

### The following items or styles are not allowed:

- Jewelry for body piercing including spacers and place holders may not be visible with the exception of earrings for females. This includes during participation in all school activities.
- Earrings are not permitted for boys.
- Accessories or styles that reflect a negative subculture, such as the "heavy metal," "grunge," "gang," or "gothic" look, are not permitted. This is solely at the discretion of an administrator.
- Inappropriate pictures or words are not permitted on clothing worn to school. Teachers, administrators, and staff must easily understand the meaning of words or emblems that appear on clothing.
- Any clothing bearing foreign language text or writing.
- Clothing that bears the name or logo of groups and movements that clearly oppose Christian principles are not to be worn to school.
- Clothing with advertising is not appropriate on campus or at school-sponsored activities.
- Clothing or hairstyle that is meant to intimidate, exclude, or separate (as determined by administration) must not be worn.
- Athletic wear, such as shorts, jerseys, sweat pants, warm-ups, and jogging suits may not be worn.

- Oversized clothing.
- Military fatigues, green or gray camouflage, trench coats, and surgical wear.
- Company uniforms.
- Items with a skull or bones.
- Items bearing a Confederate flag.
- Clothing worn tight to the body.

### **DRESS-DOWN GUIDELINES**

Please follow the guidelines in this section for dress-down days. All other dress code rules still apply.

If you have specific questions about what may be worn on dress-down days, call the school office before the clothing in question is worn. Students may receive Dress Code Violation Notices on dress-down days.

- Athletic wear, such as athletic shorts, jerseys, sweatpants, warm-ups, and jogging suits are not allowed.
- Logos may include designer brand names, names of colleges, and names of professional athletic teams.

### Dress Down Shirts

- Shirts other than DCS polo shirts are allowed.
- Non-revealing, modest shirts will be deemed appropriate.
- On certain days, a school shirt in school colors or spirit theme will be required to dress down.
- Any logos, emblems, words, or phrases on shirts or clothing must be clearly appropriate for a Christian environment.
- No tank tops or spaghetti straps of any kind are acceptable.

### Dress Down Shorts

- Regular style walking shorts that are at least as long as mid-thigh are allowed. The spirit of the rule is to be "closer to the top of the knee than not."
- Tight fitting or baggy shorts are not allowed.
- May not be longer than the bottom of the knee while standing.

- Cut-off shorts are not allowed.
- Gym shorts are not allowed.