

Duluth Adventist
Christian School
2018-2019

Student Handbook & Calendar

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School of Excellence



This agenda belongs to:

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STUDENT NO. _____



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Duluth Adventist Christian School

Duluth Adventist Christian School is a Pre K4- 8th grade school accredited by the National Council for Private School Accreditation (NCPSA), the Southern Association of Colleges and Schools (SACS), and the Accrediting Association of Seventh-day Adventist Schools, Colleges, and Universities, Inc. DACS is a charter member of the Georgia Private School Accreditation Council (GAPSAC) and is approved by the State of Georgia. DACS received the Adventist Edge School of Excellence Award from 2009-2014 and then again through re-evaluation, from 2014-2020.

This handbook outlines Duluth Adventist Christian School's policies, programs, regulations, and requirements. The information included is, at the time of publication, an accurate presentation of the existing policies. However, the school board and administration reserve the right to update policies and/or requirements during the school year without prior notice.

The current school board members of DACS are:

- ✦ Joe Mazzariello (Chair)
- ✦ Pastor Angel Amaro (Senior Pastor)
- ✦ Pastor Robert Abdul-Karim (Associate Pastor)
- ✦ Loi Green (Principal)
- ✦ Kelli Czaykowski
- ✦ Sharon McIntosh
- ✦ Wumi Ariyo
- ✦ Lydia Kamau (Home and School Leader)
- ✦ Joel Hypolite
- ✦ Yessika Valdez
- ✦ Rebeca Maldonado
- ✦ Angela Walton (Conference Representative)



Principal's Message

Whew, what an event filled year we've had. Our 50-year celebration was a wonderful blast! I am so thankful for all those who rolled up their sleeves and helped us to make 2017-2018 a year to remember. But, God tells us in Isaiah 43:18-19, "Forget the former things; do not dwell on the past. See, I am doing a new thing!" With that said...I cannot wait to see what God has instore for us as we continue with our 50-year celebration motto and Move Forward in Faith.

The administrative team and teachers at DACS have exciting plans for the upcoming school year, such as; the Extended Day and its activities, STEM, and our leadership program, to name a few. The truth is we have no idea what God's plans are for us, but this we know for sure, if we commit our plans to Him, He will establish them.

To our new families; welcome, welcome, welcome. We are humbled that you have chosen DACS to educate your child.

In His Service,

Mrs. Loi Green

Principal, Duluth Adventist Christian School



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Our Mission



“...and all thy children shall be taught of the Lord. And great shall be the peace of thy children.”

Isaiah 54:13

The **MISSION** statement of Duluth Adventist Christian School is...

DACS...Intentionally G.R.E.A.T!

We are:

God Centered- We teach Christ across the curriculum.

Result Oriented- Spiritually and academically DACS strives to reach its goals.

Environment That Nurtures- Our aim is for each child to feel safe, protected, and loved.

Aligned to the Standards- DACS is aligned to both the National and the North American Division standards.

Team Effort- All is done with team effort.

Purpose

Duluth Adventist Christian School provides an educational environment in which students learn to love and trust Jesus Christ. In an atmosphere of academic excellence, Adventist Christian ideals and values; students are encouraged to live healthy and productive lives in service to God, family, and their community.

Philosophy

We believe each student has unlimited potential and that it is our responsibility, in partnership with the parents, to enhance the development of the whole child; inspiring them to excel in all areas of personal growth and instilling within them a desire to serve the Lord with their whole life.



Adventist Beliefs

“All Scripture is God-breathed and is useful for teaching, rebuking, correcting, and training in righteousness.”

2 Timothy 3:16

Seventh-day Adventists believe . . .

Adventists believe in one God, a unity of three persons—the Father, the Son, and the Holy Spirit. God made salvation possible when Jesus, the Son, came to Earth as a baby in Bethlehem and lived a sinless life in accordance with the Father’s will. When Jesus was crucified for the sins of the people and rose from the dead on the third day, victory was won for everyone. When Jesus returned to Heaven following His resurrection, He gave the Holy Spirit to serve as our Comforter and Counselor. He promised to return to Earth a second time to complete His plan of salvation to take His people to Heaven.

Seventh-day Adventists are Bible-believing Christians. The name ‘Seventh-day’ indicates our adherence to the biblical Sabbath, while ‘Adventist’ means we anticipate the promised return of Christ.

To learn more, visit www.nadadventist.org or stop by the school’s office.



Admissions Policy

“But Jesus said, ‘Suffer little children, and forbid them not, to come unto me: for of such is the kingdom of heaven.’”

Matthew 19:14

Admission

Duluth Adventist Christian School was established in 1967

to provide Christian education in accordance with the beliefs of the Seventh-day Adventist Church. Although the Duluth Church is the sole constituent church of DACS, students from all local churches and the community are welcome. All students are expected to abide by the guidelines as outlined in this school handbook.

DACS does not discriminate based on race, color, nationality, or ethnic origin regarding educational policies, admission, or any school activities.

All new students are admitted to DACS on a 30-day probationary period.

Pre-Admission Checklist

- Completed Application Form-(Online)**
- Completed Financial Contract**
- Current Immunization Record (Form 3231)**
- Current Health Record (Form 3300)**
- Copy of Birth Certificate**
- Current Report Card**
- Disciplinary Records**
- QUIC Pre-Approval Testing**

Entrance Requirements for Primary Grades

Pre-K4-Applicant must be at least (4) years old by September 1st

Kindergarten - Applicant must be at least five (5) years of age by September 1st.

1st Grade - Applicant must be at least six (6) years of age by September 1st or transferring in from another accredited school.

ESL Student Acceptance Policy

ESL (English as a Second Language) students with weak English skills are accepted with the understanding that

DACS reserves the right to require the parents/guardians to withdraw students for any of the following reasons:

- The student fails to try to complete course work.
- The student is not progressing in English proficiency because of lack of interest.
- The student is a constant distraction to his or her peers in class.
- The student refuse to attend tutoring.

DACS will work closely with ESL students to ensure mastery of the English language. Tutoring is mandatory for all ESL students unless testing shows the student is proficient. Students will be assessed quarterly to show progress.

I-20 Students

International students must pay all school fess and tuition in full before DACS will issue an I-20. All fees and tuition are non-refundable. The only exception is if the I-20 is denied by the United States Consulate or the student's country. Under these circumstances only will tuition be reimbursed. application fee is nonrefundable.

Special Needs

DACS recognizes that each student has individual learning styles and needs. The staff is dedicated to meeting these needs to the best of their ability. However, for students diagnosed with behavioral or academic challenges through an IEP, DACS does not have the extra resources to address some of these special needs. Each family is interviewed to determine if our school is the best fit for their children.



Finance (monthly payments)

“Therefore, do not be anxious, saying, ‘What shall we eat?’ or ‘What shall we drink?’ or ‘What shall we wear?’ For the Gentiles seek after all these things, and your heavenly Father knows that you need them all. But seek first the kingdom of

God and his righteousness, and all these things will be added to you.”

Matthew 6:31-33

Financial Assistance

The Duluth Church has a Worthy Student Assistance

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program for Duluth Church members. Applications for this program are available at the church office. **Applications must be submitted to the church Financial Assistance committee for approval.** The chairperson of this committee will notify the applicant of its decision regarding tuition assistance. The Duluth SDA church has a limited assistance fund. Parents are encouraged to petition their home church for tuition assistance. DACS does accept scholarships from ARETE, AAA, Pay it Forward and Georgia Special Needs.

SSO

ARETE, AAA, and Pay It Forward are a part of the Student Scholarship Organization. DACS has a relationship with two of these organizations; Arete and Pay It Forward. For DACS families to receive scholarship funds from these organization our families must commit to donating their tax dollars to one of these organizations. For more information as to the details as to how these organizations work please contact the school.

Payment

To meet the monthly operating expenses of the school, DACS depends on timely payment of all charges and requires parents to sign a Financial Contract at the time of registration. A non-refundable application fee, registration fee, classroom technology fee, FACTS Management fee, and first month's tuition are due at registration. Advance payment is encouraged to expedite the registration process. Those paying the full year's tuition will receive a discount. All tuition payments are processed through FACTS Tuition Management Program via automatic withdrawal (ACH) through a bank account or credit card. Before/After School Care, and other charges will be billed through RenWeb (our school's data base). If the family is having difficulty making payments, it is the parent's responsibility to contact the school principal or treasurer. **Failure to do this will result**

in the child's withdrawal from DACS until all payments are made current. Tuition is due on the 5th of each month.

The billing cycle for DACS is July-April. If FACTS Management is not able to withdraw funds on the 5th DACS Administration will contact the responsible party. If payment cannot be made student will not be able to attend class until account is current. Student's grades and transcripts will be held until the account is brought current. **Students are not permitted to pre-register or enroll with an outstanding balance.**

Any modification to the above is subject to approval by the School Finance Committee. All requests must be made to that Committee through the principal or treasurer.



Attendance, Arrival & Dismissal

“The Lord is not slow to fulfill his promise as some count slowness, but is patient toward you, not wishing that any should perish, but that all should reach repentance.”

2 Peter 3:9

School Hours

8:00 a.m. to 2:45 p.m. Monday thru Thursday

(3:30 for Extended Day)

8:00 a.m. to 1:45 p.m. Friday

(2:30 for Extended Day)

For children to benefit from their education at DACS, it is imperative that each student is at school and on time each day. On time is defined as the student is in the class during the time attendance is taken. The state of Georgia mandates that each child between the ages of six and sixteen be enrolled in a private school, public school or home schooled. **A student with more than five unexcused absences during the school year is considered truant and is subject to being reported to the state for further actions.** At DACS the protocol is as follows:

Arrival Procedures & Tardy

- ⌚ Students are not to be brought to school before 7:30 a.m. unless enrolled in the Before School Care Program.
- ⌚ Students are considered tardy arriving after 8:00a.m.

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- ⌚ Students are to go directly to the school gym where supervision is provided.
- ⌚ Students who lag or waste time in the restroom so that they are more than five minutes late for class will be marked as tardy.
- ⌚ Students with more than three tardy in a semester will not be considered for perfect attendance.
- ⌚ A fee of \$25 will be assessed on the date of the 9th tardy; students will not be able to attend classes until arrangements have been made for payment.

Absences & Truancy

- ⌚ Excused tardiness and absences are those that are out of the parents control such as: sickness, death in the family, road closing, inclement weather, power outage, etc.
- ⌚ A written note or contact with the teacher from the parent explaining the absence is required within one school day. Students will be given one school day for each day missed to make up assignments.
- ⌚ Parent will complete an Extended Leave form if student must be out for five consecutive days or more.
- ⌚ Military visitations prior to deployment shall be considered an excused absence.
- ⌚ Students with more than five unexcused absences may be reported to the state for truancy.
- ⌚ School days missed due to out of school suspension will not count as unexcused days for determining truancy.
- ⌚ Students out on short term suspension may be allowed to make up missed assignments or test within one week after they return to school.
- ⌚ DACS will notify the parent/ guardian when student has five unexcused absences.

- ⌚ After two reasonable attempts to notify the parent/guardian of five unexcused absences without response, the school will send a notice to parent/ guardian by certified mail. The letter will include a copy of Georgia's Compulsory Attendance Law. (O.C.G.A. 20-20690.1)
- ⌚ It is the teachers' s discretion as to whether the student's work may be made up in the event of an unexcused absence.
- ⌚ For a student to be considered present, the student must be at school for at least half of the day. At DACS that is from 8:00-11:00.
- ⌚ Students may not leave the school campus during the school day. Punishment will range from verbal reprimand to suspension for first time offenders. Punishment for repeat offenders may lead to expulsion.



Dismissal Procedures

- ⌚ At 3:45 p.m., any student who has not been picked up will be taken directly to the After-School Care Program and the drop-in charge will apply.
- ⌚ Students are not allowed to wait in the lobby for parents to arrive.
- ⌚ Parents are welcome to park in designated areas and walk in to pick up their child during dismissal time.
- ⌚ Students must be checked-out by the teacher from the gym before they can be taken.
- ⌚ Use right lane for drive-thru pick-up. It is very important that the drive-thru remain clear of parked cars, so traffic can flow easily through that area.
- ⌚ You will be provided a sign with your child's name on it to be placed on the dash board. Please use them each day to help the car line flow smoothly.
- ⌚ Drivers must pay close attention to children moving about waiting cars.



Before & After School Care

For the convenience of our working parents, DACS operates a Before and After School Care Program. All parents must complete the application in the event of unplanned use of the service. Please respect the time of the individuals staying

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with your child as they also have personal responsibilities to fulfill after school. Parents who pick up their child after 6:30 Mon-Thurs. and 5:30 on Fridays will be charged \$1 for each minute late. This will be paid directly to the After Care provider. Parents more than an hour late without communication to the After Care director is considered abandonment and authorities may be called.



Before School Care Hours

7:00-7:30a.m. Mon.-Fri.

After School Care

3:45-6:30 p.m. Mon.-Thurs.

2:45-5:30 p.m. Fridays

11:30 -3:30 p.m. noon dismissal days



Parental Support

“For the grace of God that brings salvation has appeared to all men. It teaches us to say ‘No’ to ungodliness and worldly passions, and to live self-controlled, upright and godly lives.”

Titus 2:11, 12

The parent and teacher must work together as a team, applauding the child’s success and strengthening his/her weakness. Parents can show support in the following ways:

- ❖ Uphold the standards of the school as set forth in this student handbook.

- ❖ Be sure that your child leaves the house in complete uniform.
- ❖ Develop a working relationship with the teacher.
- ❖ Speak in a positive manner regarding school events, staff members, etc. (Questions or concerns should be brought to the attention of the teacher/principal in private.)
- ❖ Respect the teacher’s teaching time. Make appointments for conferences. Please, no calls after 9:00 p.m.
- ❖ No classroom observations without prior notice to the principal.
- ❖ All parents/visitors must sign in at the office.
- ❖ Support Home and School Events.
- ❖ Utilize the DACS Agenda Planner.
- ❖ Help your child plan; assignments turned in on time, replenish student’s school supplies when needed, monies for special fundraisers turned in by due date.
- ❖ READ the Monthly Newsletter and classroom letters that are sent home from your child’s teacher.
- ❖ PLEASE VOLUNTEER! We love having active and involved parents.
- ❖ Pray for our students and staff daily!

Conflict Resolution Protocol

Matthew 18:15-17

Occasionally, parents may not agree with how a situation with a child was handled or may have a question regarding some aspect of the educational process. In these cases, the parent is asked to:




1. First discuss the matter with the person involved.
2. If the matter is unresolved, meet with the person and principal. Fill out a conflict resolution form.
3. If assistance is still needed, contact the School Board Chairman and present a written statement. (Individual School Board members should never be contacted regarding a conflict or personal problem.)
4. All decisions made by the board are final.



Parental Involvement

“Therefore encourage one another and build one another up, just as you are doing.” 1 Thessalonians 5:11

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-  DACS asks each family represented to volunteer a minimum of 2 hours per quarter.
-  Volunteer family members shall consist of parents, guardians or siblings who do not attend DACS.
-  Any activity that involves direct classroom interaction must be coordinated with the teacher and/or room parent or it will need to go through the Home and School Leader.

Here is a list of some suggested activities:

1. Help with field trips
2. Fund Raising
3. Chapel Presentation
4. Donate food/supplies
5. Read to students
6. Volunteer at special events
7. Assist teachers
8. Classroom demonstrations
9. Provide first hand career information
10. Arts and Crafts

Donations

Duluth Adventist Christian School is a self-supporting non-profit organization. You can support DACS in many ways, including tuition sponsorship, cash donations, donating classroom supplies, giving to SSO's, yearbook sponsorship and volunteering your time and expertise. All donations that qualify for tax purposes will be receipted with a letter. You can contact your child's teacher, Principal or Home and School Leader for more details on how you can make a difference.

Home and School Association

Home and school Association (HSA) serves to bridge the gap between home, school and the church. All parents are automatically a part of the Home and School Organization. HSA is a big part of our school. We rely on them to fund raise for the school, aid in the classrooms, and be a cheerleader for the school.



Emergency Information

“Fear not, for I am with you; be not dismayed, for I am your God; I will strengthen you, I will help you, I will uphold you with my righteous right hand.”

Isaiah 41:10

Inclement Weather

In the event of inclement weather, parents will be notified via our One Call Now calling post. Also, viewers of TV Channel 11 can check to see if DACS is closed.

Please use good judgment regarding the travel conditions in your neighborhood. If in doubt, stay at home!

Disasters

In the event of a school emergency, parents will be notified via our One Call Now. In the event of a disaster, stay calm and remember that staff members have planned for the safety of your child. We will do our best to protect your child and notify you of any emergency as soon as possible. Georgia United Korean Church located at 2965 Duluth Hwy 120 has been secured as a safe place for DACS in case of a catastrophe such as a school shooting.

Medical Emergencies

In the case of injury or medical emergency of a child, the staff will administer first aid and parents will be called immediately. In a rare incident of severe injury, 911 will be called and the child will be taken to the nearest medical facility. All faculty and *staff are trained in CPR and first aid.*

Safety Drills

Fire, Tornado and Intruder Drills are performed regularly to ensure that all

students are informed and well-rehearsed in what is expected in case of emergency. Students are to conduct themselves in an orderly manner during all safety drills.

Suspected Child Abuse

All staff members are mandated reporters and are required

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by law to report suspected child abuse to appropriate authorities. DEFACS will be called when any child is suspected of being abused or neglected. Staff members are not to discuss their concerns with the family members until DEFACS has been contacted and the reports are filed.



Dress Code & Uniform Policy

“Don’t you realize that your body is the temple of the Holy Spirit, who lives in you and was given to you by God? You do not belong to yourself, for God bought you with a high price. So, you must honor God with your body.”

1 Corinthians 6:19-20

DACS has adopted a standard uniform which provides a selection of colors and styles for the students to choose from. Parents are asked to be sure that their child’s dress follows the school approved uniforms. For your convenience, all uniforms are to be purchased at dacsisgreat.com.

Friday of each week is designated as Dress Uniform Day. It consists of plaid skirt/skort, yellow or blue oxford shirt with cross tie, or jumper for the younger girls. For the boys their dress uniform consists of Oxford blue/yellow shirts with khaki or blue uniform pants. The boys must wear a belt and a tie with their uniform.



Mondays are spirit-wear days. Students may wear uniform bottoms and their choice of a DACS spirit shirt. This uniform option is optional.

Daily uniform consists of polo shirts, and uniform bottom.

The last day of each month is a dress down day.

The approved school uniform is to be worn at all school functions unless otherwise indicated. Exceptions may include social events, performances or an occasional “non-uniform day.” Please assist the teaching staff by being sure that your child leaves home in *complete uniform*.

Failure to comply with the dress code will result in the following disciplinary action:

- Infraction notices posted on Renweb.
- If student receives three infractions for breaking the uniform policy, student will not be allowed back to class until parent or guardian brings the appropriate attire.
- Student will be considered absent until he or she is properly dressed.
- Parents may not borrow items from the school store, but if needed and item is available it may be purchased that day.

Attire

To support our philosophy of simplicity, modesty, health and safety, the following guidelines are provided:

Pants

- Khaki or navy blue **uniform pants**
- All pants must have school stripes
- Shorts must go to the knees

Shirts

- Red, navy blue, light blue or white polo shirts with school logo.
- Students may wear white undershirts under their shirts or a shirt that matches outer shirt exactly, during the colder months.
- No other layered shirts allowed.
- Consider purchasing long sleeve uniform shirts for the colder months.

- Shirt tails should always be tucked in; this includes PE Uniforms when not actively playing.

Skorts or Skirts (Girls)

- Should be **knee length** or touch the floor while kneeling.

Shoes

- Solid black, uniform blue or brown (scuff free if possible).

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- Sneakers may be worn during the school day, but they **should be solid white or black.**
- No knee-high sneakers allowed.
- No flip flops or open toe shoes.
- Girl's shoe heels should not exceed one inch in height.
- **No thigh-high boots are allowed.**
- Ankle tall boots are okay so long as they are the correct color.
- Sneakers should be worn during PE as part of the PE uniform.

Belts

- Leather black or brown **belts are to be worn for students in grades 3-8.**
- If pants have loops there should be a belt (this applies to girls and boys).

Sweaters

- The classroom temperature varies throughout the year; because of this, students are strongly urged to wear a sweater with school's logo.
- No other types of sweaters or jackets will be allowed in the classroom or in the halls.
- **Student's names must be written in jackets and sweaters.**

Socks

- Only white, blue, or tan socks may be worn at school.
- **Girls may wear navy blue or black full tights (no Capri tights)**

Dress Code & Uniform Policy Continued (2)

Kindergarten -5th Grade (Girls)

- May wear jumpers with yellow or light blue collared Peter Pan shirts, tights, or socks
- Baby-doll Dress (grades PK4-1st)
- Skorts//Skirts.
- Oxford yellow or blue shirts.

PE Uniform

- PE days are selected each year.
- Each student is to be in proper PE uniform on PE days.
- Students in grades PK4-8 are to be in DACS sweats while moving throughout the building on PE days.

Spirit Wear

- To be worn on Mondays only.
- Uniform pants or skirts and t-shirt with school's name (there are a variety of these).

Field Trip Uniform

Red polo and blue uniform bottoms with uniform shoes.



Non-Uniform Days

When a non-uniform day is declared, general guidelines will be in effect. Students should note that all garments are to be modest and fit comfortably.

- Jeans, slacks or walking shorts may be worn.
- No skinny jeans or skin-tight jeans should be worn unless worn with a shirt that is long enough to cover the mid-thigh.
- Dress or skirt length should be to the knee.
- Shirts and blouses should have appropriate neckline, sleeves, and cover the midriff.
- Tee shirts should not portray names or pictures that are suggestive, depict rock groups or any other topic which seems inappropriate for a Christian to wear.
- Sandals may be worn.

- The last Friday of each month is “**Non-Uniform Dollar Day.**” Student must pay \$1.00 to take part in non-uniform day. Funds go to classroom budget.

Special Function Uniforms

- For choirs, sporting events, etc., these uniforms will be based on advisor’s recommendations.
- Each student should have a dress shirt, (Peter Pan for girls in grades PK-2 and yellow oxford for boys) neat

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- uniform pants, a cross tie (girls) and a regular uniform tie for boys. Students will wear this uniform on the Friday their class has chapel or for special functions.

Accessories

- Jewelry is not to be worn. This includes identification bracelets, friendship bracelets, necklaces, earrings, rings, chokers, etc. Medical bracelets and medical necklaces are permitted.
- Hats and other head gear are not to be worn in the building.
- Girls may not wear head-tie or scarves on their head.

Please Keep in Mind

- Make-up and nail-polish should be inconspicuous and natural in appearance.
- All garments must be an appropriate fit and size.
- Hair should be clean and convey a well-groomed appearance. Styles for boys and young men should be worn above the collar and all students should avoid extreme hairstyles. The coloring of the hair is okay if the hair color is a natural hair color.
- Students should be dressed appropriately for the weather conditions.
- **It is suggested that students’ names be written on the inside of their shirts, skirts and pants.**
- There is **absolutely** no *sagging* of uniform clothing,
- No tattoos of any kind. This includes temporary tattoos.

Let us dress to show that we are true ambassadors for Christ!



Behavioral Management Plan

“Train up a child in the way he should go; even when he is old he will not depart from it.”

Proverbs 22:6

Each teacher will establish a positive behavioral management plan for their classroom. Students who willfully disregard classroom rules or continue to create disruption in the class will be referred to administration for consequences.

The following steps will be taken by administrator depending on the severity of the incident:

Step 1:

Student is sent to the office where administrator is meet with student.

Renweb write-up for parents as documentation.

Parent will be contacted.



Step 2:

Conference with parents, student, and teacher. administrator may invoke in-house suspension or detention.

Step 3:

Student is on probation. Probation is defined as a trial period in which a student is given time to redeem improper conduct. A meeting will be held with principal, teacher, child and parent; possible suspension.

Step 4:

Suspension #2 (1-3 days), out of school.

School Board notified

Candidate for expulsion

Step 5:

Student will be expelled from school by vote of the School Board. The student will continue under

probation if accepted back the following year.

The school reserves the right to suspend (Step #4) or expel (Step #5) any student who violates the policies and standards of DACS. The principal may invoke a suspension of up to three days without notification of the School Board Chairman. Any suspension beyond this or expulsion must be an action of the School Board.

Bullying

DACS adopted the Olweus Bullying Prevention Program as part of their behavioral management program. The staff and administration of DACS decided to roll out this program in terms of respect for each other.

DACS anti-bullying rules are:

- 👍 **Show respect to everyone** with our attitude, words, and actions
- 👍 We are **up-standards** not bystanders
- 👍 **Reach-out** & include everyone
- 👍 **Inform an adult** of dangerous or disrespectful behavior
- 👍 **Keep self & others safe** by following all procedures properly
- 👍 **Follow all directions immediately**

Bullying is when someone repeatedly and on purpose says or does mean or hurtful things to another person who has although time defending himself or herself. The three components of bullying:

1. Involves an aggressive behavior
2. Involves a pattern of behavior repeated over time
3. Imbalance of power or strength

Students who are found guilty of bullying; discipline action will range from detention to possible expulsion from DACS.



Academic Policies

“Study to show yourself approved unto God, a workman that needs not to be ashamed, rightly dividing the word of truth.”

2 Timothy 2:15

Curriculum & Assessment

The learning environment for our young children provides a wide variety of developmentally appropriate activities. The curriculum addresses the natural curiosity of the child and is stimulated by teacher-led instruction, active play, music, art, and child-centered exploration.

DACS curriculum is in harmony with the philosophy of Seventh-day Adventist educational system, as outlined by the Southern Union Education Code and local conference educational policies, so that each child will grow physically, socially, emotionally, mentally, and spiritually.

Teachers assess student’s learning and development to monitor growth and report to families and administration as how the students are progressing. Teachers use these on-going assessments to determine the level of each student and instruct accordingly; keeping in line with our Learner Driven Practices.

Homework Policy

Let us look at what research says about homework:

- ✚ Alfie Kohn (2006) one of the best-known education researchers found that the beliefs about homework is a myth. He also found that homework has a negative impact on national averages and student achievement.
- ✚ Sara Bennett and Nancy Kalish (2012) found that homework does not respect the home. Students have worked hard all day and so have their parents.

- ✦ Parents want children to be pathfinders, take part in extracurricular activities both in sports and/or music, and help at home. When a child is burdened down with homework and other aspects of being a citizen of his/her home this becomes a formula for disaster, resulting in the child hating school.
- ✦ Ellen White (1910) stated that Adventist homes should be balanced. DACS recognizes that
(Continued pg. 14)
- ✦ quantity of assignments is not indicative of quality of education.
- ✦ DACS has chosen to respect the home and offer homework that is project-based and meaningful to the child's educational experience.

With that said here is a suggested breakdown on the time that should be spent on homework:

K - Grade 1	10-15 minutes/night
Grades 2-3	15-30 minutes/night
Grades 4-5	30-45 minutes/night
Grades 6-8	45-75 minutes/night



General Policies

“For everything that was written in the past was written to teach us, so that through endurance and the encouragement of Scriptures we might have hope.”

Romans 15:4

Agenda Planner

In teaching responsible behavior, teachers need the help of parents to ensure that students are completing work daily. All students must use the provided Agenda Planner daily to

record their homework, assignments and daily behavior. Parents are asked to support their child's teacher by making sure that they read and sign the Planner daily to let the teacher know they have checked the homework assignments. The agenda planner is a **critical** tool to be used for consistent home and school communication as well as the development of organizational life skills

Asbestos

The inspection and management plan for Asbestos Containing Building Materials has been performed at this facility. DACS is an asbestos free facility.

Chapel Conduct

Students at Duluth Adventist Christian School participate in weekly chapels at 8:30 on Fridays. These programs are spiritual, instructional and student led. Students should enter chapel in a reverent and orderly manner. Students are expected to exhibit consideration and courtesy for the performers, speakers or students on the platform. Students leading out in chapel should be in dress uniform.



Field Trips

Occasionally teachers schedule trips away from school. Parents will sign a permission slip at the beginning of each school year. Parents will then be notified of upcoming field trips. If you do not want your child to participate in a field trip, contact the teacher. Parents are invited to assist as chaperones. Parents are always welcome to drive their own children. Field trip uniforms are required, unless otherwise stated.



Internet Acceptable Use Policy

Failure to abide by the guidelines as outlined in this contract may result in suspension and loss of computer privileges and/or legal action. Below are the internet guidelines as outlined by Georgia Cumberland Conference:

Grades K-2

In order to use the Computer Network and Internet, I need to understand and agree to obey the following rules. If I do not use the Internet and Network in the right way, my teacher may take away my privilege of using them.

Usage Rules

- My teachers want me to use the internet to learn more about the subjects I am studying at school. I will not use the Internet for any other reason. For

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example, I will not search for a comic book site when I'm suppose to be looking for something in science.
- Chat rooms and email are available to me only when my teacher gives me permission or directions. I will be polite to other when writing or talking to them while on the Network.
- I will not use words or language that my teacher or parent would not want me to use.
- I will not bring CD's or DVD's from home to put in the computer. The files I create are to be saved into my personal folder. If I need to take a file home to continue my work I will ask for a virus free flash drive to use.
- I may be given a password-a special word that only my teacher and I are to know. I may have to use the password to log onto a computer or to send email over the internet. I know that I must never tell anyone what that password is. Even if my friend cannot remember his or her own password, I will never tell what my password. I know that I am never to use another person's password. If I cannot remember my password, I will ask my teacher.

- I will not get into folders or files that do not belong to me.
- I will always use the computer materials carefully.
- I will not take food or drinks to the computer area.
- I will be careful with the keyboard, mouse, headphones, and other computer parts.
- I will not poke things into the holes on the computer or push buttons on the computer or monitor. If It seems that the computer is not working right, I will tell the teacher and not try to fix it myself.
- I will print only after I have followed the Rules for Printer Use.



Safety Rules

- I will never give my name, my home address, any personal information about me, my telephone number, or information about my school phone or address to anyone I write or talk with on the Internet. I know that almost anyone I contact is a stranger to me, and that I don't share personal information.
- I will never send them person information, such as a picture or my name, using an envelope and a stamp. I will never put a picture of myself on the Internet without my parent's permission.
- I understand that sometimes I may see a site on the Internet that my teachers or parents do not want me to see. I will not try to find those sites and, if I come across one of them by accident, I will leave it as soon as I can. I will use by back key to take me to another site. I

will not continue to look at the site with the bad picture or words, and I will not show it to others around me. I will not print it out or save it. I will quietly tell the teacher what happened.

Legal Stuff

- People I write or talk with on the Internet cannot see me, so they will not know (Continued pg.16)
- what I look like or how old I am. I promise to never tell people that I am someone else.
I will always check with my teacher before sending an email to someone new.
- I understand that the teacher may look at documents and log files to ensure that I am using the system responsibly.
- I agree that I cannot use the words or pictures I see on the Internet site without giving credit to the person who owns the site. I will not copy information from the Internet and give in to my teacher as my own work.

Grades 3-6

Usage Rules

- Time on-line is only for assignment work.
- Go only to the Websites assigned by your teacher.
- Treat people with respect-the way you would like to be treated.
- Never download programs or files. without you're your teacher's permission.

- Never install any programs on the computer unless you're are asked to by the principal.
- I will only use e-mail services provided by the school.
- Never bring devices from home and put them on the school computers.
- Never open any email from someone you do not know.
- Never print anything until you have followed the Printer Use Rules.
- Never share your password with anyone.

Safety Rules

- Never give out personal information such as-
 - Your name
 - Your address
 - Your phone number
 - Your address
 - The name or address of your school
- Never give out personal information about someone else.
- Always tell your teacher if you come across information or messages that are dangerous, mean, embarrassing or that make you feel uncomfortable. Use the Back key to leave the site, then tell the teacher.
- Do not put a picture of yourself on the Internet without your parent's permission.

- Never meet people in person that you have contacted on the Internet, without your parents' permission.
- Always tell your teacher if you come across information or message that are dangerous, mean, embarrassing or that make you feel uncomfortable. Use the Back key to leave the site, then tell the teacher.

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- Never email someone for the first time without your teacher's permission.

Legal Stuff

- Teachers and staff may review documents and log files to ensure that you are using the system responsibly.
- You will not copy information from the Internet or local network and give it to your teacher as your own work. You cannot use the words or pictures from an Internet site without giving credit to the person who owns the site.
- You are not to open other students' folders or files.
- Chat rooms are off limits unless the teacher has entered with you or provided a monitored site.
- Never look at, send, or try to find any pictures or words that

you would not want your parents or the teachers to see.

Grades 7-12

Access

- Access is a privilege, not a right. Access carries many responsibilities.
- Teachers have the right and the duty to schedule or monitor and restrict both the amount of time on-line and the sites visited.
- Your right to free speech is affected by our interpretation of the Internet as a limited forum, like a school newspaper, and therefore the school may restrict your right to free speech for valid educational reasons.
- Students may use only the email services provided by the school.
- You should expect no privacy of the contents of your personal files on the school system or the Internet. Routine maintenance and monitoring of the system may lead to discovery that you have violated this policy, school rules or the law. An individual search may be conducted if there is reasonable suspicion. Your parents have the right at any time to see the content of your email or school files.
- The school will cooperate fully with local, state or federal officials in any investigation related to illegal activities conducted and through the system.

- When you are using the system, you may feel that you can easily break a rule and not get caught. This is not true, electronic footprints are imprinted on the system whenever an action is performed. You are likely to be caught if you break rules.

Personal Use

- You may not use the system for commercial purposes, to offer, provide, or purchase products or services.

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- You will not agree to meet with someone you have met on-line, without approval of your parents. Any request for contact of this nature, or any message you feel is inappropriate or that makes you feel uncomfortable should be reported to school authorities immediately.

Illegal Activities

- You will not attempt to gain unauthorized access to this or any other computer system, or go beyond your authorized access, by entering another person's username, password, or account number. or by accessing another person's files.
- You will not deliberately attempt to disrupt the computer system or destroy data by spreading computer viruses, or by any other means.
- You will not use the system to engage in any other illegal act, such as arranging of a drug purchase or sale, engaging in gang activity, threatening the safety of a person, etc.

- You will not share games or other copyrighted programs.

System Security

- You are responsible for your individual account and should take all reasonable precautions to prevent others from being able to use your account. Under no condition should you give your password to another person.
- You will never knowingly circumvent or try to circumvent the security measure on these systems or on any computer at any remote site.
- You will immediately notify a teacher or system administrator if you have identified a security problem. Do not look for security problem; this may appear to be an attempt gain illegal access.
- You will avoid the inadvertent spread of computer viruses by following the system virus protection procedures.
- You will not open email attachments files from unknown or anonymous senders.

Inappropriate Language

- On all uses of the Internet, whether in application to public or private message or material posted on web pages, you will not use obscene, profane, lewd, vulgar, rude, inflammatory, threatening, or disrespectful language.
- You will not post information that could cause danger or disruption, or engage in person attacks, including prejudicial or discriminatory attacks.

- You will not harass another person by a persistent action that distress or annoys that person. You must stop any action perceived to be annoying when asked to do so.
- You will not open email attachment files from unknown or anonymous senders.

Respect and Privacy

- You will not repost a message that was sent to you privately without permission
(Continued pg. 19)
of the person who sent you the message.
- You will not post private information about myself or another person.
- You will not falsify your identity or the identity of another person.
- You will not change any file that is not your own.

Respecting Resource Limits

- You will use the system only for educational activities as directed by your teachers.
- You will not download files or programs without following the school procedures.
- You will not post chain letters or engage in spamming (meaning, sending annoying or unnecessary messages to a large number of people.)
- You will check your email frequently, delete unwanted messages promptly, and stay within your email quota.
- You will not subscribe to any mail list, list serves or enter chat rooms without the knowledge and written permission or

documentation from your teacher or system administrator.

- I will not waste resources. I will print conservatively, saving paper and ink. I will work efficiently so my time on the resources is productive.

Plagiarism and Copyright infringement

- You will not plagiarize words that you find on the Internet. Plagiarism means taking the ideas or writings of others and presenting them as if they were yours.
- You will respect the rights of copyright owners. Copyright infringement occurs when you inappropriately reproduce anything that is protected by copyright including music, movies or text. If a work contains language that specifies appropriate use of that work, you should follow the express requirements. If you are unsure whether or not you can use a work, you should request permission from the copyright owner. Questions regarding copyright law should be directed to your teacher.

Inappropriate Access to Material

- You will not use the system to access material that is profane or obscene (pornography) or that advocates illegal acts, violence or discrimination toward other (hate literature).
- If you mistakenly access inappropriate information, you will immediately tell your teacher or other person designated by the school. This will protect you against a claim of intentional violation of this policy.

- Your parents should instruct you if additional material they think would be inappropriate for you to access. The school fully expects that you will follow your parents' instruction in this matter.

Lost and Found

Clothing items found in the building or on the grounds for which no owner can be located will be placed in a box in the Office. Parents are encouraged to check for lost items. At the end of each quarter, all unclaimed uniform articles will become community property to share as the need arises or will be given to Good Will.

Medication

The DACS Administrative Staff is permitted to administer medication. "Administration of Medication Form" must be completed and on file at the school office. All medication must be properly labeled with the student's name, name of the medication, and the appropriate dosage. Medication must be in the original container and the time to be given must be clearly stated. Over the counter, non-prescription medication such as aspirin, cough medications, allergy medications, etc., will be administered by DACS secretary. Students need to inform a teacher if they have non-prescription medication to self-administer accompanied with a parent note.



Parents & Other Visitors

DACS welcomes parents/visitors. Please note that all parents/visitors are to sign in at the office and receive a visitor's pass. DACS discourages parents from visiting the classroom during school hours unless volunteering. Parents are reminded that all conferences are to be scheduled during non-school hours. The school secretary will call your child from the office should the child need to be dismissed early for an excused appointment. Parents are to refrain from going to classrooms during academic time. Under no circumstances should a parent take someone else's child from class unless the office has been notified via written or



verbal permission from the child's parent to do so. Parents who wish to do any form of observation must first contact the principal for prior permission. **Absolutely no parents should be in the halls without a visitor's pass.**

Personal Property at School

We insist that children do not bring extra money, gaming devices, toys, trading cards, collectibles, or other such objects to school unless given permission by their teacher. Items brought from home should be clearly marked so they can be easily identified. Items may be confiscated and returned at teacher's discretion. DACS is not responsible for any lost or stolen items. Items of significant value should not be brought to school. DACS does reserve the right to randomly search book bags and/or lockers when deemed necessary.

Phone Calls



The school phone is for business purposes only. Students are to use the phone only in case of emergency with permission of the teacher. The secretary will notify students of any messages and will call parents in case of illness. Students are to use teacher phone in the classroom unless student is ill.

School Insurance



All students are covered by Educators Insurance Trust. This is a secondary minimal school insurance policy paid for as part of the school registration fee. Property loss is not covered. In the event of an accident occurring while your child is at school, accident claim forms are available at the school office. These are to be filled out by the doctor or hospital and it is the responsibility of the parent to see that the completed claim form and copies of the appropriate itemized bills are sent to BMI Benefits, LLC. Their mailing address is located on the front of the accident claim form.

School Lunches & Hot Lunch



DACS partners with Ms. Pam Cleveland for lunch services. She is a Certified Food Safety Manager (CFSM) and has a ServSafe Certification. Lunch menus are

sent home monthly. A vegetarian menu is offered for each meal. Students may also bring sack lunches from home if they wish. If this is the case the following request is made:

- Limit sugary desserts – substitute fresh fruit instead.
- No carbonated beverages.
- Vegetarian lunches are suggested.
- Refrain from pork products or seafood that does not have fins and scales.
- For safety reasons, students are asked to eat their own lunches.
- **NO sharing of food.**

Classroom Parties

Birthday parties and such should be limited to Fridays and during the class's lunch period. We ask that parents respect

the learning time of the students. Parents may not bring in homemade foods. All food items should be pre-packaged with ingredients list clearly visible.

Student Illnesses

Please do not send a child with a contagious condition or a temperature of 99 degrees or above to school. Encourage children to practice good habits when coughing and sneezing in public.

Students should get in the habit of flushing the toilet after each use and washing their hands.



Handbook Policy Acknowledgement & Review

Dear Parents,

Thank you for reading and reviewing the Duluth Adventist Christian School Handbook with your child. We appreciate any discussion you may have with your child about the text of this handbook and welcome any comments or questions you may have regarding the information or other information you feel would be beneficial to our DACS community.

Please sign and return this page as soon as possible to let us know you have reviewed this handbook. Thank you.

Student Name

Grade

Parent/Guardian Signature

Date

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publishing purposes.**