



Duluth Adventist Christian School

2023-2024



**STUDENT-PARENT
HANDBOOK**

Duluth Adventist Christian School

2023-2024

Parent/Student Handbook

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Duluth, GA 30096

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www.dacsisgreat.com

School of Excellence



Duluth Adventist Christian School

Duluth Adventist Christian School (DACS) is a Pre- K4- 8th grade school, accredited by the National Council for Private School Accreditation (NCPSA), AdvancED (previously 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. Educators Delivering GREAT Education means that our teachers seek to teach a curriculum that is infused with Christian values and instill in each student a desire to have a personal walk with Jesus.

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 Mazzeriello (Chair)

Sabrina Patton (Principal)

Marcia Espinoza (Treasurer)

Brent Mann, Rafael, Alicia Thomas, Katleho Masilo, Shawna Young (Parent/Church Representatives)

(Conference Representative)

(Pastor)

(Associate Pastor)

Principal's Message

Duluth Adventist Christian School, affectionately known as DACS, is quite a special place. It is a building on a campus filled with strong teachers and a diverse student population. DACS has a rich history as it has been in existence for over 50 years. Many parents drop their children off at the same school door they once entered as students themselves. Duluth Adventist Christian School wants you to recognize and experience the warm, family feeling among staff and students, the commitment to caring for all students, while maintaining high expectations for all kinds of achievement. This includes academic, social, and spiritual growth. Staff and students work hard each and every day to produce evidence of achievement at or beyond our church and local learning standards. Our teachers work to differentiate instruction for students based on formative and diagnostic assessment data so that the needs of each student can be met. We are honored that you have chosen DACS to share in the education of your child(ren). I look forward to partnering with you this school year and together we will continue the legacy of success through collaboration, hard work and the blessings of God.

Mrs. Sabrina Patton

Principal, Duluth Adventist Christian School

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Teacher Contact Information

It's no secret that when schools make a concerted effort to foster healthy, strong relationships with families, students benefit in a number of ways. Communication is one way to promote this connection. Teachers will give you their "office hours". Please do not call them during instructional hours. If you need to reach them regarding an emergency, please call the front office and we will get a message to the teacher right away. Teachers, staff and admin will respond to emails in a timely manner. If you send an email and have not received a response in 48 hours, please feel free to call or message the teacher as most of them have shared their personal phone numbers with parents. If you have not been attended to after that time, please contact me directly by calling the office or emailing me.

Principal: Sabrina Patton spatton@gccsda.com

PreK/Kindergarten: Wendy Bonnick wbonnick@gccsda.com

First/Second: Ella Jalba ejalba@gccsda.com

Third/Fourth: Mallory Baptiste mbaptiste@gccsda.com

Fifth/Sixth: Avalla Cleveland acleveland@gccsda.com

Seventh: Michelle Mbugua mmbugua@gccsda.com

Eighth: Zonila Robinson zrobinson@gccsda.com

DACS Calendar

So teach us to number our days, that we may apply our hearts unto wisdom. Psalm 90:12

<p>August 15 Parent Back to School Night 16 First Day of School</p> <p>September <i>(Hispanic Heritage Month)</i> 4 Labor Day (no School) 18-29 MAP Testing</p> <p>October 6 End of 1st Quarter 9-13 Fall Break 23 Digital Day/Parent-Teacher Conferences</p> <p>November <i>(Indigenous Peoples Month)</i> 20-24 Thanksgiving Break</p> <p>December 15 End of 2nd Quarter 18-29 Christmas Break</p>	<p>January 1 New Year's Day 2 School Resumes 15 MLK Holiday (no school)</p> <p>February <i>(Black History Month)</i> 5-16 MAP Test 19 President's Day (no school)</p> <p>March 4-8 WRAP Writing Test 13 End of 3rd Quarter 14 (half-day) Winter Break 15 Winter Break 28 Digital Day/PT Conf 29 Good Friday (no school)</p> <p>April 1-5 Spring Break 22-30 MAP Testing</p> <p>May <i>(Asian American-Pacific Islander Month)</i> 1-3 MAP Testing 6 Digital Day/PT Conf 19 8th Grade Grad 21 Kinder Graduation 24 Last Day/Noon Dismissal End of 4th Quarter</p>
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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.

We have an: **Environment That Nurtures**-Our aim is for each child to feel safe, protected, and loved.

We are: **Aligned to the Standards**-DACs is aligned to both the National and the North American Division standards.

With a: **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

Every student; a success. 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.

WE BELIEVE...

The Bible is God's inspired Book. In His word, we are given the knowledge necessary for salvation. It is the standard of character, test of experience, doctrine, and a record of God's acts in history. (Ps. 119:105; Prov. 30:5, 6; Isa. 8:20; John 17:17; 1 Thess. 2:13; 2 Tim. 3:16, 17; Heb. 4:12; 2 Peter 1:20, 21.)

There is one God, a unity of 3 persons; Father, Son, and Holy Spirit. He is immortal, all powerful, all-knowing, and ever present. He is beyond human comprehension, yet known through His self-revelation. He is love, worthy of worship, adoration and service. (Gen. 1:26; Deut. 6:4; Isa. 6:8; Matt. 28:19; John 3:16 2 Cor. 1:21, 22; 13:14; Eph. 4:4-6; 1 Peter 1:2.)

In Christ's life of perfect obedience to God's will, His life, death, and resurrection, God provided the only means of atonement may have eternal life, and the whole creation may have eternal life, and the whole creation may better understand the infinite and holy love of the Creator. (Gen. 3:15; Ps. 22:1; Isa. 53; John 3:16; 14:30; Rom. 1:4; 3:25; 4:25; 8:3, 4; 1 Cor. 15:3, 4, 20-22; 2 Cor. 5:14, 15, 19-21; Phil. 2:6-11; Col. 2:15; 1 Peter 2:21, 22; 1 John 2:2; 4:10.)

Having a Christian lifestyle means that we are to be a godly people who think, feel, and act in harmony with biblical principles in all aspects of personal and social life. Our amusement and entertainment should meet the highest standards of Christian taste. Our dress should be simple, modest, and neat. True beauty does not consist of outward adornment, but in the ornament of a gentle and quiet spirit. Our bodies are the temples of the Holy Spirit. Along with adequate exercise and rest, we are to adopt a healthful diet and abstain from unclean foods, alcoholic beverages and the

Marriage was established in Eden between a man and a woman in loving companionship. A Christian marriage is a commitment to God as well as to each other who share a common faith. A Christian marriage should reflect love, honor, respect, and responsibility. Parents are to bring up their children to love and obey the Lord by example and their words. (Gen. 2:18-25; Exod. 20:12; Deut. 6:5-9; Prov. 22:6; Mal. 4:5, 6; Matt. 5:31, 32; 19:3-9, 12; Mark 10:11, 12; John 2:1-11; 1 Cor. 7:7, 10, 11; 2 Cor. 6:14; Eph. 5:21-33; 6:1-4.)

Man and woman were made in the image of God with individuality, the power and freedom to think and to do. Biologically created male and female, they were created for the glory of God and are called to love Him, one another, and to care for the environment. (Gen. 1:26-28; 2:7, 15, 3; Ps. 8:4-8; 51:5, 10; 58:3; Jer. 17:9; Acts 17:24-28; Rom. 5:12-17; 2 Cor. 5:19, 20; Eph. 2:3; 1 Thess. 5:23; 1 John 3:4; 4:7, 8, 11, 20.)

The 7th day Sabbath is a day of delightful communication with God and one another. It is the 4th commandment of God's unchangeable law that requires its observance as a day of rest, worship, and ministry in harmony with the teaching and practice of Jesus. It is a symbol of our redemption, sanctification, a token of our allegiance, and a foretaste of our eternal future in heaven. (Gen. 2:1-3; Exod. 20:8-11; 31:13-17; Lev. 23:32; Deut. 5:12-15; Isa. 56:5, 6; 58:13, 14; Ezek. 20:12, 20; Matt. 12:1-12; Mark 1:32; Luke 4:16; Heb. 4:1-11.)

The experience of salvation is one of infinite love and mercy. Jesus, who knew no sin, became sin for us, so that in Him we might be made the righteousness of God. Led by the Holy Spirit, we sense our need, acknowledge our sinfulness, repent of transgressions and exercise faith in Jesus, as our Saviour and Lord. (Gen. 3:15; Isa. 45:22; Isa. 53; Jer. 31:31-34; Ezek. 33:11; 36:25-27; Hab. 2:4; Mark 9:23, 24; John 3:3-8, 16; 16:8; Rom. 3:21-26; 8:1-4, 14-17; 5:6-10; 10:17; 12:2; 2 Cor. 5:17-21; Gal. 1:4; 3:13, 14, 26; 4:4-7; Eph. 2:4-10; Col. 1:13, 14; Titus 3:3-7; Heb. 8:7-12; 1 Peter 1:23; 2:21, 22; 2 Peter 1:3, 4; Rev. 13:8.)

Baptism is the open confession of our faith in Jesus Christ and a declaration to walk in the newness of life by immersion in water. It is a symbol of our union with Christ, the forgiveness of sins and reception of the Holy Spirit. (Matt. 28:19, 20; Acts 2:38; 16:30-33; 22:16; Rom. 6:1-6; Gal. 3:27; Col. 2:12, 13.)

All humanity is now involved in a great controversy between Christ and Satan regarding the character of God, His law and His sovereignty over the universe. This conflict originated in heaven when a created being endowed with freedom of choice, in self-exaltation became Satan, God's adversary, and led into rebellion a portion of the angels. He introduced the spirit of rebellion into this world when he led Adam and Eve into sin. (Gen. 3; 6-8; Job 1:6-12; Isa. 14:12-14; Ezek. 28:12-18; Rom. 1:19-32; 3:4; 5:12-21; 8:19-22; 1 Cor. 4:9; Heb. 1:14; 1 Peter 5:8; 2 Peter 3:6; Rev. 12:4-9.)

The second coming of Christ is the blessed hope of the church and the grand climax of the gospel. It will be literal, personal, visible, and worldwide. When He returns, the righteous dead will be resurrected together with the righteous living and will be taken to heaven. The time of His coming has not been revealed, and we are encouraged to be ready at all times. (Matt. 24; Mark 13; Luke 21; John 14:1-3; Acts 1:9-11; 1 Cor. 15:51-54; 1 Thess. 4:13-18; 5:1-6; 2 Thess. 1:7-10; 2:8; 2 Tim. 3:1-5; Titus 2:13; Heb. 9:28; Rev. 1:7; 14:14-20; 19:11-21.)

To learn more, visit <https://children.adventistchurch.com/connecting-with-god-28-ways/> or stop by the school's office.

Admissions

“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

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.

New Student Pre-Admission Checklist

- Placement Testing (\$30)**
- ANY/ALL Academic/Disciplinary Records**
- Current Report Card**

New Student Admission Checklist

- Completed Application Form/Fee**
- Completed Financial Contract**
- Current Immunization Record (Form 3231)**
- Current Health Record (Form 3300)**
- Copy of Birth Certificate**

Age Requirements for Primary Grades

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

Kindergarten - Applicants 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.

Pending admission, all new students are admitted to DACS on a 30-day probationary period.

Returning Student Enrollment

Complete the registration process by logging into Jupiter Ed and verifying or updating family information. Submit registration fees.

ESL Student Acceptance Policy

ESL (English as a Second Language) students with weak English skills are accepted with the understanding that we do not offer ESL classes. We do make specific accommodations to individual specific needs. Teachers work closely with ESL student to assist with English proficiency, however, DACS reserves the right to dismiss ESL students and refer them to a school with a structured ELL program.

I-20 Students

International students must pay all school fees 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 child(ren).

The Individuals with Disabilities Act (IDEA) is a federal Law that requires each state to ensure that a free appropriate public education is available to all eligible students with disabilities living in that state. There are provisions and benefits available to students with disabilities who are enrolled in a private school by their parents.

FINANCE

“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 6:31-32

Financial Assistance

The Duluth Church has a Tuition Assistance 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 funding. Parents are encouraged to petition their home church for tuition assistance. DACS accepts scholarships from Arete, AAA and Georgia Special Needs.

SSO

ARETE, and AAA are a part of the Student Scholarship Organization. For DACS families to receive scholarship funds from these organizations the family must qualify based on the organization’s guidelines. We strongly encourage our families to use their tax dollars to help fund these organizations. For more information on how these organizations work please contact the school office.

Payment

To meet the monthly operating expenses of the school, DACS depends on timely payment of all charges. DACS requires parents to sign a Financial Contract at the time of registration. A non-refundable application fee, registration 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. If a family is having difficulty making payments, it is the parent’s responsibility to contact the school principal or treasurer. **Failure to do this may 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 **August-May.**

If payment is delinquent 60 days, your student will not be able to attend class until the account is made current. Student’s grades and transcripts will be held until the account is brought current. **Returning students are not permitted to pre-register or enroll with an outstanding balance.**

Tuition Information 2023-2024	One child	Two Children	Three Children
Tuition Rate	\$720	\$1,440	\$2160
SDA Discounted Rate (<i>verification required</i>)	\$620	1,190	\$1760

If a child is receiving an outside scholarship (like Arete), it may not cover the full cost of tuition and school fees at DACS. If it does not, you are responsible for the difference. It is assumed that a family is enrolling for the entire year and budgets are set accordingly. If a child is withdrawn between the first and last day of school, a 30-day advance written notice is required. The existing month's tuition plus an additional \$1,000 will be assessed as a withdrawal fee. School fees are non-refundable.

Attendance

“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

8:30 a.m. to 3:30 p.m. Monday thru Thursday

8:30 a.m. to 2:30 p.m. Friday

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 being in the class during the time attendance is taken. The state of Georgia mandates that each child between the ages of six and sixteen enroll in a private school, public school or home school. **A student with more than five unexcused absences during the semester is considered truant and is subject to being reported to the state for further actions.**

Arrival Procedures & Tardy

- Students are not to be brought to school before 8:00 a.m. unless enrolled in the Before School Care Program.
- Students are considered tardy arriving after 8:40 a.m.
- Students are to go directly to the school gym where supervision is provided if they arrive prior to 8:30 a.m.
- 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 tardies in a semester will not be considered for perfect attendance.

Absences & Truancy

- Excused tardies 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 from the parent explaining the absence is required within one school day. Students will be given until the end of the quarter to make up missed assignments.
- A student will need a doctor's note after the 3rd day if absences are due to illness.
- Parents will need to complete an Extended Leave form if there is a planned absence for five consecutive days or more.
- Military visitations prior to deployment shall be considered an excused absence.
- Students with more than five unexcused absences in a semester 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 tests within one week after they return to school.
- DACS will notify the parent/guardian when a 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' discretion as to whether the student's work will be accepted 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 8:30a-12:30p.
- Students may not leave the school campus during the school day. Appropriate discipline will range from verbal reprimand to suspension for first time offenders. Repeat offenders may be expelled.

Dismissal Procedures

- At 4 p.m., any student who has not been picked up will be sent to the front office and an After-School drop-in charge will apply.
- Once the parent arrives to pick up their child the safe keeping of the child is now the parent's responsibility.
- Parents are to remain in the dismissal line during dismissal.
- If a parent parks their car during dismissal the parent must then leave the car and come and get the child. We do not want any child running across the parking lot.

- Use the 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 dashboard. Please use them each day to help the car line flow smoothly.
- Drivers must pay close attention to children moving about waiting cars.

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, emotionally, mentally, and spiritually. Teachers assess student’s learning and development to monitor growth and report to families and administration as to 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. Standardized testing is given three times a year. The Measure of Academic Progress (MAP) is a computerized adaptive test which helps teachers, parents, and administrators improve learning for all students and make informed decisions to promote a child’s academic growth.

Grading Scale: (Lower Grades K-2)

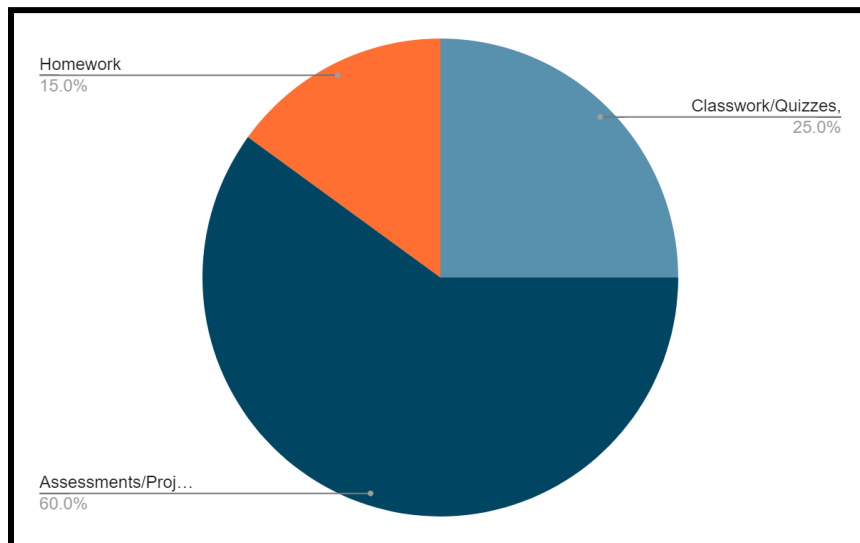
Excellent 90-100	Satisfactory 70-89	Needs Improvement 69 and below
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Grading Scale: (Upper Grades 3-8)

A 4.0	A 3.7	B+ 3.3	B 3.0	B- 2.7	C+ 2.3
C 2.0	C- 1.7	D+ 1.3	D 1.0	D- 0.7	F 0.0

How Does Weighted Grading Work?

DACS uses a weighted graded system. Some learning activities are worth more than others. In a weighted grading scheme, assignment groups are set to make up certain percentages of the total grade. For example, as shown in the pie chart below, the Homework category is weighted at 15%, Classwork-Quizzes at 20%, Assessments-Projects at 60%. Note that all of those numbers add up to 100%.



Safety Net

Students receiving an unsatisfactory grade on an assessment may expect to receive an opportunity for additional academic support. A score of 79% will be the highest grade possible on a failed assessment.

Homework Policy

Homework serves as practice for academic skills learned in the classroom as well as preparation for class assessments. Each child is expected to complete their homework when given. Students will receive a numeric completion grade. 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. Classwork, homework, and assessment grades will be posted weekly.

Late/Missing Work

If a student has an excused absence, they may submit late work upon their return without penalty. If the student has late or missing work due to unexcused absences, there may be a penalty assigned to the assignments as it is up to teacher discretion. Late and missing assignments must be submitted for grading at least 1 week before the end of the quarter. No late or missing assignments will be accepted after the end of the quarter.

Digital Learning Days

The DACS calendar for 2023-2024 includes three (3) days that are scheduled as Digital Learning Days.

- October 23
- March 28
- May 6

On these days, students will participate in the school day asynchronously using Google Classroom, Jupiter and other platforms to complete daily assignments. In addition, DACS teachers will conduct Parent-Teacher Conferences on these days.

Guidelines must be followed during Digital Learning Days: Each child must have a designated place in the home to work. Attendance will be taken each day as it is counted as a school day. Work should be completed and turned in on time. Failure to do so could result in an absence.

DACS Behavior & Intervention 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 as established in our Behavior & Intervention Management Plan.

The following intervention will be taken by the teacher/administrator **depending on the severity of the incident:**

Level One: Minor Behavior, Teachable Moments, Teacher Managed=1 *point infractions* *If these become chronic behaviors, move to level 2.

Off Task/Avoidance

- Distracting behaviors
- Not following directions
- Not listening
- Not prepared
- Out of seat
- Playing
- Sleeping
- Talking out of turn
- Not completing work
- Not taking responsibility

Safety Issues

- Running in the halls/classroom
- Horseplay indoors/outdoors

Other

- Inappropriate Chromebook/Tech use
- Dress Code concerns
- Dishonesty
- Cell Phone usage
- Being mean
- Being disrespectful

- Inappropriate Display of Affection
- Foul language
- Skipping Class
- Other negative behaviors

Level Two: Minor Behaviors or Safety, Teacher Managed; Parent Contact via phone or emails, noted in Parent Contact Log (required prior to moving to level 2 behavior to the office), Chronic/repeated level 1 behaviors =3 *point infractions*.

Off Task/Avoidance

- Ongoing level 1 behavior may require the use of level two “next steps”.

Safety Issues

- Leaving supervised area without permission
- Pushing/shoving others
- Standing on furniture
- Loss of emotional control
-

Other

- Cheating on an assignment or assessment
- Argumentative behaviors

Level Three: Major Behaviors, Harmful or Illegal, Chronic Level 2 behaviors, minimum of 3 Level 2 offenses document prior to moving to this level OR immediately to the office. Office managed=5 point infractions

- Actions involving serious physical contact where injury may occur (hitting, punching, fighting, throwing objects at individuals)
- Credible threat to do injury to a person or property
- Illegal substances
- Smoking/Vaping
- Sexual behaviors
- Theft
- Throwing furniture
- Vandalism
- Self-Harm Concerns

- Weapons
- Spitting
- Hate Speech
- Credible bullying or harassment
- Verbal or physical assault

POINTS Consequences (*point accumulation resets at the start of each semester*)

3 points- Afterschool Detention (Mondays & Wednesdays) 3:30-5:30p

5 points- Out of School Suspension 1-3 days.

8 points- Out of school suspension + Probation

10 points- Out of school suspension + meeting with the DACS discipline committee + possible expulsion.

Probation: The purpose of probation is to provide an opportunity to correct his/her behavior. Areas needing improvement will be clearly communicated to both student and parent(s). Specific guidelines for improvement will be presented in writing. Probation will last a minimum of 1 semester and impact the ability to enroll for the next school year. At the end of the semester, the admin will evaluate student progress. Probationary standing will be re-evaluated DACS reserves the right to terminate probation and dismiss the student if there has not been significant improvement. Parents are obligated to pay remaining tuition in the event of removal from DACS.

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

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 (including on or off campus, cyber bullying, ect); discipline action will range from detention to possible expulsion from DACS. Bullying of any kind will NOT be tolerated. For additional information about Georgia anti-bullying laws:

<https://www.stopbullying.gov/resources/laws/georgia>

DACS anti-bullying rules are:

- Show respect to everyone with our attitude, words, and actions
- We are up-standers 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

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’s approved uniforms. For your convenience all uniforms are to be purchased at **frenchtoast.com**. Our school code: QS61SNV.

Fridays 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 for \$1 Day; 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 notice posted on Jupiter. Receive 1 discipline point.

If a student receives a second infraction for breaking the uniform policy, the student will not be allowed back to class until the parent or guardian brings the appropriate attire. He/she will earn 3 discipline points and have after school detention.

Students will be considered absent until he or she is properly dressed.

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

Pants-Shorts-Khaki or navy-blue uniform pants, Shorts must go to the knees.

Shirts-Navy, light blue, or red polo shirts with school logo. Consider purchasing long sleeve uniform shirts, and outerwear for the colder months.

Shirts should always be tucked in.

Skorts or Skirts (Girls)-Skorts, shorts, or skirts should be knee length. If they are too short, they will be asked not to wear that uniform piece to school anymore.

Shoes-Solid black, uniform (navy) blue or brown (scuff free if possible). Sneakers may be worn during the school day, but they should be solid white, black or black and white. No knee-high sneakers allowed. No flip flops or open toe shoes. No Crocs. Girl's shoe heels should not exceed one inch in height. 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 should be worn if there are belt loops on the item. 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 the school's logo. A substitute can be a solid navy sweater with no additional markings. Student's names should be written on jackets and sweaters. (see lost and found policy)

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

Kindergarten -5th Grade (Girls)

May wear the DACS polo dress or jumpers with yellow or light blue collared Peter Pan shirts, tights, or socks, skorts or skirts with the oxford style or polo style shirt.

Students may wear navy blue blazers on non-P.E. days.

PE Uniform (PE days are selected each year) Each student is to be in proper PE uniform on PE days.

Students in grades PK 4-8 are to be in DACS sweats or shorts with PE shirt or hoodie while moving throughout the building on PE days.

Spirit Wear- Spirit Wear days will be determined and announced by the teacher or the school.

Uniform pants or skirts and t-shirt with school's name (there are a variety of these).

Field Trip Uniform- Red polo shirt and jeans.

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.

- o Jeans, slacks or walking shorts may be worn.
- o No skinny jeans or skin-tight jeans should be worn unless worn with a shirt that is long enough to cover the mid-thigh.
- o Dress or skirt length should be to the knee.
- o Shirts and blouses should have appropriate neckline, sleeves, and cover the midriff.

- o 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.
- o Sandals and Crocs may not be worn.

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

Special Function Uniforms: TBA

Accessories: Jewelry is not to be worn. Medical bracelets and medical necklaces are permitted. Hats and other headgear are not to be worn in the building.

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.

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

Parental Involvement

“All your children shall be taught by the Lord, and great shall be the peace of your children.” Isaiah 54:13

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 fundraise for the school, aid in the classrooms, and be a cheerleader for the school. Typically, the HSA leader is a parent volunteer and is primarily responsible for communicating with parents, planning and organizing school meetings, events and fundraisers with the help of additional parent volunteers.

DACS asks each family to volunteer a minimum of 2 hours per quarter or you may opt to support financially.

Volunteer family members shall consist of parents, guardians or siblings who do not attend DACS. Volunteers may be asked to go through Verified Volunteers background check.

Here is a list of some suggested activities parents can help with:

- Field trips
- Fund Raising
- Chapel Presentation
- Donate food/supplies
- Read to students
- Volunteer at special events
- Assist teachers
- Classroom demonstrations
- Provide firsthand career information
- Help with Arts and Crafts

Donations

Duluth Adventist Christian School is a self-supporting non-profit organization. You can support DACS in various ways including 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.

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 email, text or One Call Now. Also, viewers of TV Channel 11 can check to see if DACS is closed. Please use good judgment regarding travel conditions in your own neighborhoods. 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.

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/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 for suspected child abuse. Staff members are required to call DFACS (Department of Family and Children’s Services) if there are signs of physical abuse or neglect.

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

Cell Phone Policy

Cell phone use is prohibited in classrooms, restrooms, and school offices, unless otherwise stated by a teacher. During the instructional day, cell phones must remain out of sight and in silent mode. Failure to comply with this policy may result in cell phone confiscation or prohibition of the privilege of bringing a cell phone to school. In addition, students may not wear smartwatches that can send/receive texts, have a camera and/or microphone.

Weapons Policy

Students shall **not** possess weapons or dangerous instruments of any kind on school grounds, buildings, buses, nor at any school-related or school-sponsored activities away from school facilities. Weapons and dangerous instruments include, but are not limited to: 1. Firearms: pistols, revolvers, shotguns, rifles, "zip guns," "stun guns," lasers, and/or any other device capable of chemically propelling a projectile. 2. Cutting and puncturing devices: dirks, daggers, knives with blades longer than three inches, folding knives with a blade that locks into place, disk with points or blade, or razor with an unguarded blade. 3. Explosive and/or incendiary devices: pipe bombs, time bombs, cap guns, containers for inflammable fluids, and/or other hazardous devices. Any instrument used for the purpose of inflicting harm or injury constitutes a weapon for the purpose of this policy. Any school employee shall confiscate any device used as a weapon. The principal and/or the local school board reserves the right to take any disciplinary action deemed appropriate in response to the offense. Upon information that a student is suspected of violating this policy, the principal/head teacher shall notify the student's parent(s) or guardian(s). In case of firearms, explosive or incendiary devices, and knives with blades longer than three inches the appropriate law enforcement officials shall be notified.

Lockers

Carefully read the following guidelines to ensure you accept a locker from Duluth Adventist Christian School (DACS Middle School). Remember that having a locker is a privilege and not a right. Lockers are assigned only if the student and parent/guardian agree to these rules. Violation of these rules will result in the loss of the privilege of having a locker.

Lockers at DACS Middle School are new and are the property of the Duluth Adventist Christian School. The rental fee will be \$20.00 for the lock and locker. Only the school issued combination locks will be permitted on the lockers.

1. The school assumes **NO** responsibility for loss or damage to personal or school items in an unlocked or locked locker.
2. **Administration and Faculty reserve the right to search my locker at any time.**
3. Valuables must **NOT** be kept in lockers.
4. Students should keep only items necessary for school in the lockers (i.e. textbooks, school supplies)
5. The storage of food and drink in the locker is not allowed; however, students may store contained lunches. Food items are to be removed by the end of each school day.
6. Students are solely responsible for the contents of their lockers and should not share their lockers with other students; nor divulge locker combinations to other students.
7. Lockers must be in the same condition at the end of the school year as they were in the beginning of the school year. Students are not to write, place stickers, or vandalize lockers in any manner. Students guilty of such infractions will be charged to the fullest extent allowed by the DACS Student Conduct and Discipline.
8. Students may not use lockers, without permission, during class time.
9. Students will not have access to lockers until 8:30 a.m.
10. Being tardy to class, due to going to a locker, is not acceptable.
11. If students are having problems with lockers, they are to report this information immediately, to their grade level homeroom teacher.

Chapel

Students at Duluth Adventist Christian School participate in weekly chapels at 8:30 on Fridays. These programs are spiritual, instructional and student led. Students are expected to exhibit consideration and courtesy for the participants, speakers or students on the platform. Students leading out in chapel should be in dress uniform. Parents are welcome to join us for this special worship time.

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. Fieldtrip uniforms (red polo shirt) are required unless otherwise stated.

Social Media

Students of DACS are welcome to participate in interactions with the school online. You are expected to employ responsible behavior, and refrain from any disrespect to the school or to your peers — in addition to posting photos of other students without consent. This will result in disciplinary action.

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 GoodWill.

Medication

The DACS Administrative Staff is permitted to administer medication. The “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, nonprescription medication such as aspirin, cough medications, allergy medications, etc., will be administered by the DACS secretary. Students will inform their teacher if they have non-prescription medication to self-administer. This should be accompanied with a parent note.

Visitors Policy

DACS welcomes all parents and guardians. Please note that all parents and visitors are to sign in at the office and receive a visitor’s pass. DACS encourages parents to visit the classroom during school hours to volunteer in their child’s classroom. We do ask that you inform the teacher in advance before your visit. Parents are reminded that all conferences are to be scheduled during non-school hours not during class time. If a child is needed for early dismissal the school secretary will call your child from the office.

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. Absolutely no parents should be in the halls without a visitor's pass.

Personal Property

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.

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 should be approved by the classroom teacher and held during the class's lunch period. We ask that parents respect the learning time of the students. Parents may not bring in homemade foods to serve to the class. All food items should be prepackaged with ingredients list clearly visible.

Asbestos

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

Student Responsibility

“The fear of the Lord is the beginning of wisdom; all who follow His precepts have good understanding.”

Psalms 111:10 24

DACS offers a safe and pleasant learning environment for students in grades PreK-8 th grade. It is the responsibility of each student to show respect to all staff members and other students in our school. It is the student’s responsibility to do their very best and show Christ in all they do.

Students who attend DACS agree to:

Show respect to God-be reverent in worship and keep words and actions pure and refined at all times.

Show respect for all of God’s children-this includes all teachers, staff, parents, classmates, and visitors.

Show respect for school property and equipment. This includes keeping classrooms, buildings, and grounds neat and tidy. Textbooks and school equipment must be handled with care. Parents will replace any lost, defaced, and or damaged school property.

Follow all class and school rules.

Walk in the halls quietly.

Wear the complete uniform daily. Keep hands, feet and other objects to oneself. Recognize and respect other’s personal space.

Practice Christian principles by being truthful and honest in all things, look for the best in others, be kind and courteous, play fairly, and look out for the safety of all who attend our school.

Handbook Policy Acknowledgement & Review

Dear Parents and Students,

Thank you for reading and reviewing the Duluth Adventist Christian School Handbook. 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, date and return this page as soon as possible to let us know you have reviewed this handbook. Thank you.
