



DENVER CHRISTIAN  
SCHOOL

*Inspired Equipped Engaged*

*Family/Student  
Handbook*

*2018-2019*

Dear Denver Christian Families,

Welcome to Denver Christian School!

It is with great joy that we welcome each Denver Christian School family to the 2018 - 2019 school year. We look forward to this year being a time of growth for your child's faith, their relationship with Jesus Christ, as well as their knowledge. We look forward to partnering with the DCS administrative team, the faculty and staff as we walk alongside each student at DCS. We will work hard to strengthen that partnership throughout the school year.

One of the ways we will strengthen our partnership with each one of you is by communicating. We welcome your communication via email or in person when we are on campus. We will be on campus throughout this school year and look forward to getting to know you.

We have great confidence in the administrative team that Denver Christian School has in place. We have worked with them throughout the summer, and we know they lead DCS well.

Our Spiritual Emphasis Theme this year is **CommUNITY (n.): together in unity**. Our theme verse is Psalm 133:1: *How good and pleasant it is when God's people live together in unity*. Throughout the year in chapels, devotions, and class discussions, we will be focusing on CommUNITY - together in unity. We will also have focuses by terms.

- ❖ **Fall Term Focus: School CommUNITY**
- ❖ **Winter Term Focus: Local CommUNITY**
- ❖ **Spring Term Focus: Global CommUNITY**

Please carefully review the Family/Student Handbook as it provides you with the details that we need in order to have a terrific school year together.

Another way of growing together in **CommUNITY** is by worshipping together, therefore, we welcome you to join the DCS **CommUNITY** in chapel each Thursday morning whenever you are able. We also welcome you to pray alongside us during this school year as we seek the next leader for Denver Christian School.

We, Jim Hofman and Glenn Vos, are together functioning as the Interim Head of School for Denver Christian this year. We will be serving the school throughout the year in approximate 2 month cycles, so one of us will be available at all times. With over 90 years of Christian school administration between us, we are excited to guide DCS in discovering the next leader for Denver Christian School.

We expect that God has prepared an amazing year ahead for Denver Christian. We are honored to be experiencing it together with you in **CommUNITY**.

Blessings,

Jim Hofman and Glenn Vos  
Interim Head of School

*Denver Christian School inspires and equips children of Christian parents to engage the world with Christ's transforming power and love.*

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### Staff List

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## Mission Statement

Denver Christian School inspires and equips children of Christian parents to engage the world with Christ's transforming power and love.

## School Hours:

- Daily Schedule: 8:20 am – 3:15 pm
- Student drop-off begins at 8:00 am.
- Playground supervision begins at 8:00 am
- Before Care program begins at 7:00 am
- After Care program runs from 3:15 pm - 5:30 pm
- Late-start Wednesdays: These late starts have been added to the school calendar to provide our teachers with increased Professional Development related to implementing new curriculum.
  - School begins at 10:00 am on the following Wednesdays: Sept. 12, Oct. 10, Nov. 14, Dec. 12, Jan. 9, Feb. 13, Mar. 13, April 10, and May 8.
- A copy of our school calendar can be found at:
  - <http://mydc.denverchristian.org/calendars/academic-calendar.cfm>

## Daily Time Schedules

### Elementary Bell Schedule

<i>Morning Bell</i>	8:15
<i>School Begins</i>	8:20
<i>Morning Recess 3-5</i>	10:05-10:20
<i>Morning Recess K-2</i>	10:25-10:40
<i>Lunch K-2</i>	12:30-12:52
<i>Lunch Recess K-2</i>	12:53-1:15
<i>Lunch 3-5</i>	12:53-1:15
<i>Lunch Recess 3-5</i>	12:30-12:52
<i>Dismissal Bell</i>	3:15

**Elementary Chapel – Thursday 8:30-9:00**

## Middle School Bell Schedule

<i>PERIOD</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
<i>HR</i>	8:20-8:32	8:20-8:25	8:20-8:25	8:20-8:30	8:20-8:25
1	8:32-9:07	8:25-9:00	8:25-9:00	8:25-9:00	8:25-9:00
				9:00-9:12 Break 9:15-9:45 Chapel	
2	9:10-9:58	9:03-9:46	9:03-9:46	9:51-10:34	9:03-9:46
<i>Break</i>	10:01-10:16	9:49-9:59	9:49-9:59		9:49-9:59
3	10:19-11:07	10:02-10:45	10:02-10:45	10:37-11:20	10:02-10:45
4	11:10-11:58	10:48-11:31	10:48-11:31	11:23-12:05	10:48-11:31
<i>Lunch</i>	12:00-12:40	11:33-12:13	11:33-12:13	12:06-12:46	11:33-12:13
5	12:43-1:31	12:16-12:59	12:16-12:59	12:49-1:35	12:16-12:59
6	1:34-2:22	1:02-1:45	1:02-1:45	1:38-2:24	1:02-1:45
7	2:25-3:13	1:48-2:31	1:48-2:31	2:27-3:13	1:48-
8		2:34-3:14	2:34-3:14		-3:15



## High School Bell Schedule

<i>Period</i>	<i>MONDAY</i>	<i>TUESDAY</i>	<i>WEDNESDAY</i>	<i>THURSDAY</i>	<i>FRIDAY</i>
<i>HR</i>	8:20-8:32	8:20-8:32	8:20-8:32		8:20-8:32
1	8:35-9:24	8:35-9:24	8:35-9:24	8:20-9:05	8:35-9:24
2	9:27-10:16	9:27-10:16	9:27-10:16	9:08-9:53	9:27-10:16
				9:58-10:28 Chapel	
<i>Break</i>	10:16-10:26	10:16-10:26	10:16-10:26	10:28 - 10:38	10:16-10:26
3	10:29-11:18	10:29-11:18	10:29-11:18	10:41-11:26	10:29-11:18
4	11:21-12:10	11:21-12:10	11:21-12:10	11:29-12:14	11:21-12:10
<i>Lunch</i>	12:13-12:38	12:13-12:38	12:13-12:38	5th 12:17 - 1:02	12:13-12:38
5	12:42-1:31	12:42-1:31	12:42-1:31	Lunch 1:05-1:37	12:42-1:31
6	1:34-2:23	1:34-2:23	1:34-2:23	1:42-2:27	1:34-2:23
7	2:26-3:15	2:26-3:15	2:26-3:15	2:30-3:15	2:26-3:15

## Attendance Policies and Procedures

### Arrival & Dismissal Procedures

- CAMPUS SPEED LIMIT IS 20 mph, unless otherwise posted.
- Our school is a closed campus. Students are expected to remain on school grounds at all times unless special permission is granted.
  - Seniors (who have turned in a signed permission slip) may go off campus on Thursday for lunch. While off campus, students are expected to represent themselves and DC in an honoring and respectful manner. To maintain this privilege students are expected to drive safely and act appropriately at all times.
- Please obey all posted signs.
- All parents must check students in and out of the office if they leave for any reason throughout the day (8:20 am - 3:15 pm).
- School dismisses at 3:15 pm. Please be on time to pick up your child. Plan to be in line NO LATER than 3:30 pm, as the carline will be nearly finished.
- Students who are not picked up by 3:35 pm will be sent to the After Care program. An \$8/hour fee will be assessed for this service.
- Click on the links below to view the maps for the carline procedures
- [Carline Map](#)
- Students may be dropped off between 8:00 am - 8:20 am. Supervision for K-5<sup>th</sup> grade will begin at 8:00 am on the playground. 6<sup>th</sup> - 12<sup>th</sup> grade students are supervised near their lockers, breakout spaces or atrium before school starts.
- The first bell will ring at 8:15 am and the tardy bell will ring at 8:20 am.
- K-5<sup>th</sup>
  - Students should proceed directly to their classroom to drop off backpacks and then proceed directly to the playground.
  - In case of bad weather, a **BLUE FLAG** will be placed in front of the elementary office to notify students to proceed directly to their classrooms. Teachers will be in their rooms to provide supervision.
  - Teachers use the time before the first bell as their planning/prep time for their day as well as for scheduled meetings with other staff members and parents. We ask that you set an appointment if you wish to meet with a teacher in the morning before school, rather than drop-in meetings.

### Preschool drop-off and pick-up procedures

- [Carline Map](#)
- **Preschool pick-up and drop-off procedures**
  - Preschool students may arrive anytime between 8:10 - 8:30am and must be signed in.
  - Please arrive prior to 3:15 pm to sign your child(ren) out.
  - **Use the MAIN preschool entrance for drop-off and pick-up**
    - Parents are asked to park in the parking lot nearest the preschool playground

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and main entrance and walk their child(ren) in through the preschool doors and sign their child(ren) in.

- **NOTE: The preschool lot is only to be used by DC families with preschool students.**

## Kindergarten - 8th Grade drop-off and pick-up procedures

- [Carline Map](#)

- **All K-5th students** (exception: not carpooling with 6th-12th students) are to be dropped off **and** picked up on the East side of the atrium doors.
- Pull Up – the first car in line should pull up to the sign as indicated. The more cars we can get in the drop-off line, the more efficiently we can get students unloaded.
- **All 6th - 12th grade students** (including the K - 5th graders that are riding with this group) are to be dropped off **and** picked up on the WEST side of the atrium doors.
- Pull Up – the first car in line should pull up to the sign as indicated. The more cars we can get in the drop-off line, the more efficiently we can get students unloaded.

- **Afternoon Pick-Up**

- **Name Placards** – Place your carline name placard in the **front windshield on the DRIVER side (on the visor would be even better)** upon arrival. A staff member will walk the line prior to dismissal to notify the carline order to the office and staff. Children will be queued inside the building in carline order. **Please do not ‘cut the line’ as your child will not be ready for pickup.** As the line approaches the front of the line students will be dismissed in groups directly to their car. **Students will not be allowed to walk down the line of cars unless given permission by a DC staff member.**
- If someone needs to pick up your child in a last minute situation without a placard, you **MUST** call the office to notify us with a name, and ask them to park and come to the office by 3:00 pm to show proper identification and pick up your child(ren). This helps to ensure the safety of our students (your child(ren)).
- **Afternoon Appointments** – If you need to pick your child up early for an appointment, please notify the office. **Students must be picked up no later than 3:00 pm** or they may be asked to wait until they are called during the regular carline.
- **Playground Pick Up**–*We want to encourage students and families to play on the playground after school.* If families want to meet other parents and give their children extra time to play after school, they may park in the far south parking lot and go to the playground to meet their children. Students may *not* be sent to the playground unless a parent/guardian is waiting there to supervise their child(ren). **Please notify our attendance line before 3:00pm if you would like your child sent to the playground after school.** Note: Our Before and After Care program may be using the playground at the same time.
- **Late to carline (after 3:35)?** - Your child may be sent to before and after care and a

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fee may be assessed.

- **Sporting Events** – For after school sporting events, please park and go directly to the event. If you have a younger student, please notify the office and we will ask that child to meet you at the event.

### Parent Notification for Absences/Tardies

- All absences and tardies must be reported by a parent to our attendance line at 303.733.2421 or emailed (see emails below) by 8:45 am
  - Preschool - [mballard@denverchristian.org](mailto:mballard@denverchristian.org)
  - Kindergarten - 12<sup>th</sup> grade: [attendance@denverchristian.org](mailto:attendance@denverchristian.org)
- Please make sure ALL absences and extended vacations are reported in advance to the office at the number above. **Without parent notification, these absences will be considered unexcused and will result in a detention.**
- If you have not contacted the office by 9:30 am, you will be contacted to ensure the safety of your child(ren).
- If your child will be absent due to illness, please call the office **no later than 9:30 am**. Mention at that time if you would like to request your child's work for the day. Teachers will do their best to gather the work for a parent or sibling to pick up at the office at the end of the day. Students have the number of days absent plus one to make up all work, including assignments and tests.
- Pre-arranged extended absences: If a child will be absent for an extended period of time, please contact the classroom teacher(s) to make arrangements for make up work.

### Procedures for Arriving Late to School (students)

**For security purposes all exterior doors will be locked at 8:20 am.**

- When arriving late, **you must enter at the main lobby entrance.**
- Push the security button by the door to be buzzed in.
- Proceed directly to the Elementary or Secondary Office before heading to class.
- At the office, you will need to sign in and receive a note from the office. Students will not be permitted to enter the classroom without a note from the front office.
- After receiving a note from the office, you can then proceed to class.

### Absences

Absences are defined as follows:

- **Excused Absences:** Illness, doctor's appointment, funeral, hazardous conditions, and parent-requested absences. Notifications must be made **prior to the absence**.
- **Unexcused Absences:** Student is absent (for any part of the school day) without parent notification. A student's absence will be considered "unexcused" until a parent notifies the school to excuse this absence. If a parent does not notify the school or does not "excuse" this absence, the student will be given a detention for an unexcused absence.
- **School-Related Absences** -- missing class for an away athletic contest or field trip does

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not count as an “absence.” However, students are still responsible for any work that they miss during these times.

Participation in daily classroom activities is an important and necessary part of school life. Attendance in school each day is the expectation for each student and required by law. All full-day, partial-day, and period absences (at the high school) will be recorded. Please help reinforce the importance of attendance by keeping absences and tardies to a minimum. The following steps will be taken for excessive absences of any type (including excused).

- 5th Absence -- When a student records his/her 5<sup>th</sup> absence (excused or unexcused) in a trimester, contact will be made with the student and parents to reiterate the importance of good attendance.
- 10th Absence -- When a student reaches his/her 10<sup>th</sup> absence in a trimester, class credit will not be given for that trimester. An appeal may then be presented to the Denver Christian Leadership Team, and may require a doctor’s note and written explanation of the excessive absence.

### **Tardies**

Tardy policies are in place to encourage punctuality and respect to the teacher and classmates. Please keep in mind that being late to class is not only detrimental to the learning for the tardy student but also to the other students in the class who are distracted by the late entrance.

Tardies are recorded for each time that a student is late to school; in addition, tardies at the high school are recorded for each class period. Given unforeseen circumstances, each student is given 3 “free” tardies each trimester. After the 3<sup>rd</sup> tardy in the trimester, more significant consequences will be enacted.

### **Consequences for Tardies (High School)**

1<sup>st</sup> - 3<sup>rd</sup> tardy - Warning from Office and/or Classroom Teacher

4<sup>th</sup> tardy - Lunch Restriction plus student notification

5<sup>th</sup> tardy - Lunch Restriction plus student and parent notification

6<sup>th</sup> tardy - Detention plus student and parent notification

All additional tardies will result in a \$10 fine.

### **School Closings**

- **Closing/Late Start Notification**

- Announcements regarding inclement weather and school cancellations or late starts will be reported on KUSA (Channel 9 [www.9news.com](http://www.9news.com)) as well as our school web site [www.denverchristian.org](http://www.denverchristian.org)
- **Notifications will also go out via RenWeb Parent Alert. Please make sure your RenWeb information is up to date so that you receive all necessary notifications.**

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- An email will also be sent to all DC families.
- Late Start -- The purpose of a late start is to allow our families and shuttle buses more time to safely drive to school, as well as allowing **CDOT** to clear roads.
  - A weather-related late start means we have delayed the start of school by one hour. School will start at 9:20 am.
  - **Shuttle pick up times will be delayed by 30 minutes.**

### Lost & Found

- All items will be placed in the lost and found tubs or hung on the hooks near the playground exit on the west side of the building or next to the stairs to the WT Cafe.
- **Unclaimed items will be donated.**

### Visitors/Guests

- **All visitors/guests (including parents) must enter at the Main Entrance and sign in at a school office through the Lobby Guard system.**
- Once the visitor is cleared by the Lobby Guard system, these procedures will be followed.
  - The lobby volunteer will call to the appropriate academic office (PreK, K-5, 6-12).
  - Visitors will be given a Lobby Guard sticker or visitor badge to wear in the building.
  - Visitors must check out with one of the academic offices or the Main Entrance.
- Guests that wish to visit a DC student should schedule their visits during lunch times only.
- When picking up students during the school day:
  - Remain in the lobby and students will be sent there to meet you.
  - All students leaving campus during the day for appointments must sign out at the office upon leaving and returning.
  - To help maintain our learning environment, parents are asked not to enter classrooms during the school day unless your visit is expected by the teacher.

### Lockers (4<sup>th</sup>- 12<sup>th</sup> grade only)

- All 4th - 12th grade students are assigned a locker at the beginning of the year.
- Students may display pictures on the inside of their locker door that reflect values consistent with Denver Christian School.
- **Only painter's tape or magnets may be used inside or outside on the lockers.** Students may use **magnets** to hang pictures to the inside of lockers; any other "colorful paper" used inside lockers must come out easily and not leave any residue on lockers.
- Lockers should be kept clean and available for inspection.
- Locker doors are to be kept closed when not in use.
- **No outside locks will be permitted.** If you would like to rent a lock, they are available in the level 3 academic office. Students will be charged \$10 for any lock that was issued to them and is not returned at the end of their school year.
- Students are not allowed to exchange lockers with another student; if an extraordinary reason arises to exchange lockers, you must communicate that with your principal for

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approval.

- **Administration reserves the right to periodically inspect lockers.**
- Misuse of lockers may result in forfeiture of use for the remainder of the school year.
  - **Trespassing in other student's lockers may result in a detention.**
  - Parents needing access to their student's locker must report to the office before entering the student's locker.

## Health Information

- **Dispensing Medication**
  - **Requirements**
    - All medication dispensed at school **MUST** be prescribed by a doctor and in its original Pharmacy-labeled container and turned in to the office with authorization form. This includes over the counter pain relievers, cough drops, etc.
    - Elementary students may NOT carry and self-administer (inhalers and epipens excluded) prescription medications during the school day. Middle school and high school students are permitted to self-carry inhalers with signed self-carry form on file with DCS.
    - Students may NOT carry and self-administer over-the-counter medications during the school day. This includes cough drops, Tylenol, vitamins, etc. These items will be confiscated and given to the office.
    - Teachers may keep a second epi-pen in their classroom if requested by a parent. One must also be in the office.
    - Only a select number of trained staff members are authorized to dispense medication to DC students who have medical authorization forms on file.
- **Sick Students**
  - **Sick Child Policy – We follow the Colorado Department of Public Health and Environment (CDPHE) guidelines and Tri-County health guidelines.**
    - **Please do not send your child to school if:**
      - The child has vomited in the last 24 hours.
      - The child has had a fever of 100.4 degrees or higher in the last 24 hours.
      - The child has any contagious illness (i.e. chicken pox, pink eye, strep, measles, upper respiratory infection or impetigo, etc.).
  - Please contact the school if you have any questions.
    - If DC suspects a student has lice, we will contact a parent and ask students to return to school after treatment has been completed.
  - **Emergency Information** - Please be sure to keep your emergency information on RenWeb up to date in case you need to be contacted to pick up your child.
    - If you make mid-year changes, please inform the office.
    - **Immunizations**

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- [Click here for the Colorado Immunization Requirements](#)
- All students must demonstrate proof of immunization either by submitting an immunization record card or by filling out this form ([Notice of Immunization Requirement - Required Immunization\(s\) for School/Child Care](#))

**Allergy Aware Environment** - -- We are an “allergy aware” school, which means DC is not “Nut Free” or “Nut Restricted.” Essentially, this means that if a student has a nut allergy or other food allergy, every teacher, classmate, and family of that grade will be made aware of this allergy, and we will take necessary precautions. Students will also be reminded not to share food items with each other.

Each situation will be different but precautions may include, an allergen aware/nut aware restricted class/grade, special consideration with classroom treats, designated seating areas in the WT Cafe, etc. When bringing food items to share, parents/students must not bring any item containing nuts, regardless of the intended recipients.

For more facts from the FDA about food allergies click here -

<http://www.fda.gov/downloads/Food/ResourcesForYou/Consumers/UCM220117.pdf>

- **Communication Plan: Staff, student and community**

- Regular (each term) reminders to staff, faculty, students and community that we are a “**Allergy Aware School**” and not a “Nut Free School”
  - There will be a standing note in the newsletter stating that we are a “Allergy-Aware School” and reminding parents not to bring any food items with nuts or other food allergens if the intent is to share these items with other students.
- Specific communication each term to the families that have students at risk in their child(ren)’s homeroom. The information is confidential and does not name any child specifically.
  - Communication to all DC families to not bring in any food items containing nuts or other food allergens if the intent is to share with other students.
- Staff training on Food Allergies
  - Annual visit from Children’s Hospital Nurse Consultant- Sarah Orlando
  - EpiPen training for all staff/faculty
  - [Informational video for staff/faculty](#)
  - [Food Allergy Quiz for School Staff](#)
  - Scenario training on how to handle allergy situations
- Parent’s Association
  - Food Allergy Tips for PA
  - [Link to document for PA handbook](#)
- Posters/signs in key areas of the building
  - Dining Hall

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- On tables of PA events

### Parents of Students with Food Allergies Responsibilities

- Notify the school of any food allergies on the health survey in the annual enrollment (re-enrollment) packet.
- With your doctor, complete the Food Allergy and Emergency Plan form in the office or another form from your doctor and submit to office. Information on this form will be shared confidentially with the school nurse, child's homeroom teacher, WT cafe staff, and other teachers.
- Provide all recommended medication to the office.
- Provide a box of alternative snacks to your child's homeroom teacher.

### School Actions

- Communication to community.
  - Bring only "Nut Free" food items when the intention is to share those items with other students.
- Signs in WT Cafe with the notification that we are an "Allergy Aware" school
- Signs at DC events where food may have been brought in from home.
- "Nut Free" zones (post signs) in the WT Cafe that prohibits any lunches with "nuts" and is regularly cleaned with Clorox wipes.

### Food and Snacks

Classroom snack breaks are permitted and will be taken at the specified times and locations on the Daily Schedule.

- Elementary students will eat their snacks in the classrooms under supervision by the classroom teacher.
- Middle and high school student snack times should NOT be taken in their classrooms but rather in one of the following locations on campus: breakout spaces, Atrium, Dining Hall, playground, or anywhere outside.
- Drinks are allowed in the classroom, as long as they have a lid. Drinks without a lid must be consumed in the Dining Hall.
- Only "dry" snacks should be eaten outside of the dining hall or atrium.
- Any spills on carpet should be reported to a staff member immediately.

### Academic Information

#### Grading

- **Kindergarten - 3rd:** students will receive a report card every trimester.
- **Grades 4th - 12th:** students will receive a letter grade report card every trimester using the following **grading scale**:

A	95%-100%	C	73%-76%
A-	90%-94%	C-	70%-72%
B+	87%-89%	D+	67%-69%
B	83%-86%	D	63%-66%
B-	80%-82%	D-	60%-62%
C+	77%-79%	F	59% or below

### Parent Teacher Conferences

- Parents and teachers are encouraged to meet together at any time (and not wait until a formal Parent Teacher Conference time). In order to support student success, teachers may contact parents to talk or meet regarding the student at any time; likewise, we encourage parents to contact the teacher as soon as he/she feels that a conversation or meeting would be beneficial to a child's overall success.
- Two formal conferences will be conducted during the school year, one in the fall and one in the spring.
- A *Sign-Up Genius* online form requesting a K-8th grade scheduled conference time will be emailed home two weeks prior to the parent-teacher conferences.

### Homework

- Parents should expect students to have some homework on most evenings.
- Teachers will give clear guidelines/expectations/due dates for assignments; as students get older, teachers will expect the student to take on more and more responsibility regarding homework.
- Organizational Skills -- It is important that students stay organized regarding their homework assignments. The 4<sup>th</sup> - 12<sup>th</sup> grade students are encouraged to record their homework in an assignment book.
- Homework Makeup Policy -- Absent students are given the same number of days to makeup the work as they were absent without penalty. In special circumstances, teachers may work with the student/family to arrange a different schedule.

### Textbooks

Students are responsible for taking care of their textbooks and will be expected to pay for any lost or damaged books.

## Extend Learning Services

Extend Learning Services (ELS) staff work in partnership with classroom teachers to raise awareness of, and respond to the full range of student learning, as well as to strengthen the student's educational experience by offering an opportunity to meet the needs of all students.

ELS is integrated into the Denver Christian School PreK-12 curricular design. The ELS team works with the faculty to differentiate instruction in the classroom and small group setting. The ELS team, in conjunction with classroom teachers, identifies different learning opportunities for all students, particularly of referred students through formal and informal assessment instruments. Identified students are provided continued services and evaluation as they move through the school system. If you have concerns about your child's academic progress, please begin by contacting your child's classroom teacher.

**Experiential Education:** Denver Christian School uses experiential education to fulfil our mission statement of engaging the world with Christ's transforming power and love. We want our students to fully experience the wonders of God's creation as they experience firsthand the beauties and complexities of our Lord's handiwork. This active learning takes place both inside and outside of the classroom.

- **Off Campus Learning:** We encourage all classes to take field trips and participate in off-campus learning.
  - On field trips, students are required to wear DC spirit wear or chapel dress unless otherwise communicated by the teacher.
  - A parent permission form is included in each DC Enrollment Packet in RenWeb. These electronic parent signatures allow your student(s) to attend field trips.
- **Service Learning:** A Denver Christian education includes opportunities for students to serve our school, our local community and the world, thus, fulfilling our mission to "engage the world with Christ's transforming power and love." These service opportunities look different at each level and are age appropriate.

## Movie Policy

All movies, PreK-12<sup>th</sup> grade, must have a direct connection to the curriculum. The exception to this is indoor recess or a pre-approved showing for a class party. If a teacher would like to show a movie outside of the approved rating level (below), it must first be approved by the administrator and then teachers will notify parents in advance prior to showing the movie.

- PreK-5<sup>th</sup> Grades - G
- 6<sup>th</sup>-8<sup>th</sup> Grades - G or PG
- 9<sup>th</sup>-12<sup>th</sup> Grades - G, PG, or PG-13

## Student Conduct

Denver Christian School staff create a healthy and positive learning environment; manage their classroom and learning experiences in a way that allows each student to thrive; build strong, discipling relationships with students; and exercise discipline from a biblical framework.

Students' actions should demonstrate a love for God and love for others. Denver Christian asks students to be a positive example and role model to those around them. Students are responsible for acting in a way that encourages a positive learning environment; respecting themselves, teachers, classmates and our campus.

## Language Usage

God is concerned about our language usage, and He wants each of us to guard our tongue.

- Students must refrain from using offensive language (including jokes) that is disgusting, crude, or demeaning to different groups of people (e.g. gender or ethnicity).
- Student must refrain from using profanity or take the Lord's name in vain.

## Behavior Notice (written warning)

A behavior notice is earned for minor offenses, such as classroom misbehavior and general disobedience. Behavior notices are emailed to parents via RenWeb. **Accumulated behavior notices in a trimester will result in a detention.** In general, the following procedures will be followed:

**Detention** -- A detention is the consequence for a relatively major offense, such as cheating, disrespect to a teacher, and inappropriate language usage.

- Detentions are typically served from 7:30 am - 8:00 am on a morning determined by the principal. The student must report to the office at the assigned date.
- 1st - 3rd Detentions
  - Served from 7:30 am - 8:10 am on a morning determined by the principal
- 4th Detention
  - 1 hour of service to DC
  - Behavior Agreement
- 5th Detention
  - 2 hours of service to DC
  - Behavior Agreement is reviewed and modified, as needed
- Additional detentions may result in increased hours of service or suspension.

**Suspension** -- Suspensions are for major violations (examples may include use of tobacco, drugs and alcohol, vandalism, weapons on campus, or fighting). Suspensions, at the discretion of the principal, may include:

- Removal from the classroom for a half or full day
- Restriction from all co-curricular activities for one week
- Multiple suspensions may result in the student being recommended for expulsion.

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**Expulsion** -- Decisions regarding expulsion are made by the Administration. Serious violations may carry an immediate expulsion.

### **Dress Code**

The dress code is established to clarify standards of appearance and to encourage modesty. We recognize that all of our lives, including our dress, should bring honor and glory to God. We also embrace our identity as a Christian school, and how we dress impacts our witness for Christ to the world. All students, in compliance with the dress code, help our school community be more focused on education. Parents are urged to be aware of what their children wear to school. Please counsel your children regarding appropriate dress for the classroom environment. We also understand that all students have different body types, so we ask for parental discretion in clothing. The teachers or an administrator will ask students to change clothing or to contact parents for replacement clothing if any clothing is considered in violation of the DCS dress code.

### **General:**

- Clothing that advertises or displays alcohol, tobacco, drugs, or other inappropriate or suggestive ideas are prohibited.
- Undergarments should not be visible. Sports bras are considered undergarments and should not be visible (including athletics).
- Pierced jewelry should be limited to ears and nose studs.
- All hair, including facial hair, should be neatly groomed and natural color.
- Hats (including beanies) may not be worn inside the school building.

### **Tops:**

- Shirts should be long enough to cover the midriff area.
- No tank tops or sleeveless shirts for gentlemen.
- No off the shoulder tops are permitted without a 2" strap underlayer.
- All sleeveless tops/dresses must have a 2" thick strap and cover any undergarment.

### **Bottoms:**

- Pants with holes/tears must not have skin showing through.
- All shorts, dresses, and skirts must extend to end of fingertips or below, including shorts worn for P.E.
- Leggings and yoga pants may only be worn under tops, dresses or skirts that extend to the end of fingertips or below.

**Spirit Day** -- Every Friday is Spirit Day, and all students are encouraged to wear blue and white DC gear!

**Chapel Dress** -- Every Thursday, all PreK-12th grade students are required to wear chapel dress. Students are expected to remain in chapel dress for the entire day of school, with the exception of middle school and high school students changing into uniforms for P.E. class.

- Chapel dress for boys includes a collared shirt, and nice pants, jeans, or dress shorts.
- Chapel dress for girls includes dresses, skirts with nice tops (not t-shirts), or collared shirt with nice pants/jeans/dress shorts.
- T-shirts, sweatpants, sweatshirts/hoodies, and athletic shorts are not permitted.

**Dress Code Violations** – Dress code violations will be addressed by a staff member in a timely manner. Students will be required to change into another set of clothes provided by the office. The first dress code violation will result in a Behavior Notice (warning) issued to students and emailed to parents. Further violations will result in a detention.

### **Playground Safety Guidelines**

- HAVE FUN!!
- Be kind to others and include everyone.
- Tackle/wrestle games are not permitted.
- Throwing snowballs is not permitted.
- All snacks and lunches must be finished inside the building prior to going to the playground.
- No lacrosse balls, baseballs and golf balls are permitted on the playground.
- Wiffle ball bats and lacrosse sticks are permitted if used with tennis or wiffle balls.
- Skateboards and Rollerblades may not be used on school grounds without staff permission.
- Students may not hang from the basketball rims.
- Students are required to follow the requests and rules of the adult on duty with a respectful attitude.

### **After School Playground Safety Guidelines**

- Denver Christian School staff is not responsible for playground supervision outside of school hours.
- Students may not play on school grounds after school unless supervised by a parent.
- Dogs are not allowed on school playgrounds/athletic fields with the exception of service dogs.

### **Hallway / Break-time / Lunch**

- Students are expected to walk, be polite and respectful, and to use quiet voices in the school building.
- Students are not permitted in teacher work areas (i.e. copy room, workrooms, kitchen, teacher's lounge) without staff permission.
- All students that are in the hallways during class time **must have permission from a DC staff member.**
- Heelys may not be used on school grounds without staff permission.

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- Drinks with lids are permitted anywhere on campus. Drinks without a lid must be consumed in the Dining Hall.
- During breaks, students are allowed to purchase snacks and drinks from the *Thunder Grounds* in the atrium.

### **Library / Academic Commons**

- Students are expected to respect the Library and Academic Commons by sitting properly at the tables and handling books with care.
- No food or drink are allowed near school computers.
- **Late Fees/Lost or Damaged Book Fees:** All materials checked out from the library must be returned on or before the due date. Students will receive an automated email the day before the item is due as a reminder. Automated emails will also be sent to students every day the item is overdue. Failure to return materials by the due date will result in the assessment of fines.
  - 6th - 12th grade students whose item(s) are overdue will be charged \$.25 for each overdue item per school day.
  - Should a student lose a book or return it in a condition where it is damaged, the student will be charged the publisher's cost of the book and a \$5 processing fee.
  - All library fees must be paid by the end of each trimester; if library fees are not paid, report cards will be withheld and high school students will not be allowed to take exams.
- **School Laptops**
  - Macbook Airs are available to be checked out with teacher permission for academic purposes only.
  - Grade 6-12 students who forget their BYOD, they can rent a school device for \$5/day. Charges will be added to family's FACTS account.
  - Families who are not able to purchase a BYOD due to financial reasons, please speak with your principal to set up a BYOD lease/payment plan.
  - No food or drink are allowed near school computers.

### **Bullying/Harassment**

All students have the right to attend school in a safe and secure environment. Denver Christian School is committed to providing an environment in which every person is recognized and treated as an image bearer of God. It is imperative that each person is accorded dignity and respectful treatment. Harassment and/or bullying can negatively impact the learning environment and are not tolerated at DCS. Bullying/harassment of any student, employee, or parent by any other student, employee, or parent is prohibited.

The school will treat allegations of bullying or harassment seriously and will review and investigate such allegations in a prompt, confidential and thorough manner. A charge of bullying or harassment shall not, in and of itself, create the presumption of wrongdoing. Substantiated acts of

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bullying or harassment will result in disciplinary action, up to and including expulsion. However, the primary goal of the school is to prevent a reoccurrence and to promote reconciliation and restoration between the parties involved.

### **Definition of Bullying**

Bullying is unwelcome, repeated, aggressive behavior that involves a real or perceived power imbalance. In order for a behavior to be considered bullying, the behavior must be repeated, targeted and include an imbalance of power. Bullying behaviors come in many forms: verbal, digital/cyber, social, physical, and emotional. Bullying in any form is not tolerated.

### **Definition of Harassment**

Harassment is defined as unwelcome, offensive, or inappropriate behavior based on another person's gender, race, religion, ethnicity, sexual orientation, or disability.

Harassment includes, but is not limited to, any or all of the following types:

- *Verbal/written* – Derogatory comments and jokes, threatening words spoken to another person, inappropriate texts, postings and digital comments on social media.
  - *Physical/non-verbal* – Unwanted physical touching, contact, assault, any intimidating interference with normal work or movement, and threatening gestures
  - *Visual Harassment* – Derogatory, demeaning, or inflammatory posters, cartoons, written words, pictures, videos, drawings, gestures, inappropriate texts, postings on social media
  - *Sexual Harassment* – Unwelcome sexual advances, requests for sexual favors, sexual comments, and other verbal or physical conduct of a sexual nature
- **Reporting:** It is every student, employee, and parent's responsibility to:
    - Create a positive and safe learning environment for all students.
    - See something, say something - if you notice any activity that may be considered bullying or harassing...say something!
      - If appropriate, address the situation directly when it happens. Consider immediately informing the offender that his/her behavior is inappropriate and unwelcome.
      - Report all incidents of bullying or harassment to a DCS staff member immediately.
      - Respect the privacy of those involved. Gossiping or posting on social media regarding the incident can quickly make the situation worse.
    - In all cases of bullying/harassment, parents will be notified in a timely manner.
    - Retaliation of any kind for someone making a harassment claim will not be tolerated and will be treated at least as seriously as a harassment claim.
    - False Reporting -- Any unfounded harassment complaint will follow the same discipline steps as a harassment violation.



- **Discipline:** DCS administration will thoroughly investigate all reports and complaints of bullying and take prompt action to restore a safe learning environment for all students involved and will work to prevent further bullying. In the event that bullying/harassment is confirmed, disciplinary action will be taken by the principal, and may include all discipline measures including expulsion.

Additional information can be found at the following website ...

<https://www.stopbullying.gov/what-is-bullying/index.html>

## **Resolving Conflict**

Conflict provides a great opportunity to learn how to handle difficult situations from a biblical perspective, based on Matthew 18. Simply, we ask that when you have a question or concern about something at the school that you go first to the person who is directly involved, whether it be a staff member, teacher, or administrator. Additionally, according to the principle outlined in Ephesians 4:26-27, timing is essential in addressing conflicts. Please address concerns as soon as possible after the challenging situation.

**When conflicts arise between a student/parent and a staff member, the appropriate channels to follow are outlined below:**

- Prayerfully consider the situation and each individual's role in the conflict, including your own.
- Before talking with other individuals not directly involved in the situation, the student/parent should speak with the staff member involved, preferably in a face-to-face meeting.
- At the meeting, clearly explain your concern; listen objectively without judgment; strive to come to a resolution together.
- If you feel resolution has not been achieved or is not possible, please contact your grade level principal.
- The principal will then set up a meeting with you and the staff member involved to listen, clarify policy, and attempt to achieve resolution.
- Should resolution still not be reached to your satisfaction, the principal will bring the matter to the Leadership Team.

## **Social Media Usage**

Ephesians 4:29-5:7 sets for us, a standard for our words and our actions. God tells us to be encouraging... to "build each other up...." Social media provides us the opportunity for both positive and negative communication.

Social Media is defined as forms of electronic communication through which users create online communities to share information, ideas, personal messages, and other content such as websites for social networking and microblogging. This can include, but is not limited to; likes, shares, follows, tweet, retweets, text messages, etc.

A DCS student's social media activity, **both in and out of school hours**, are public statements that directly reflect his/her character and beliefs and Denver Christian School's reputation. Students should be respectful and thoughtful before posting on social media, being mindful of a Christian perspective and the school's commitment to a biblical worldview, showing respect and dignity for all people.

- Cyberbullying is bullying that takes place over digital devices like cell phones, computers, and tablets. Cyberbullying can occur through SMS, Text, and apps, or online in social media, forums, or gaming where people can view, participate in, or share content. Cyberbullying includes sending, posting, or sharing negative, harmful, false, or mean content about someone else. It can include sharing personal or private information about someone else causing embarrassment or humiliation. Some cyberbullying crosses the line into unlawful or criminal behavior.
- Cyberbullying, Harassing or the sending of inappropriate pictures and/or comments via social media at any hour, even "after/before school hours," puts a student on the defensive, is hurtful and may negatively impact the teaching and learning environment. The offender may be subject to the DCS discipline policy (see Bullying/Harassment) and possible law enforcement consequences.
- **Reminder:** posts are public. Regardless of your privacy settings, assume that all of the information you have shared or posted on your social network is public information and will "live" forever. All posts add to a your permanent public record of your views, activities, and behavior. This public record can be thought of as your online reputation, which may be accessible to DCS, employers, colleges, clubs, and others who may be researching you now or in the future.
- **Note:** *you* are responsible for any/all activity on *your* social media(including DCS Google Suite) accounts. Therefore, protect and do not share your passwords or any other private account information.

### **Cell Phones (and all wearable tech)**

Cell phones (and wearable technology) are an ubiquitous communication and organizational tool in our 21st century society; however, research has shown the negative impact that excessive cell phone usage has had on healthy brain development and social/emotional well-being. Although cell phones can be used as educational technology, the school's adoption of the BYOD program (grades 6-12) has eliminated the need for cell phones to be used in the classroom. Therefore, cell phones should not be seen or heard within a classroom.

Passing periods, morning break, and lunch should be used to build relationships with classmates, eat snacks, converse with teachers for additional help or clarification, and get organized for the next class period. All of these objectives can best be accomplished without technology. Students are allowed to access their cell phones outside of class, but this should be limited.

If students violate the cell phone policy, discipline will be handled in the following manner: Every violation of this cell phone/technology(including wearable tech) policy will result in the device being taken and turned into the office.

- 1st offense: a behavior notice will be documented and email will be sent home; the student can pick up the cell phone at the end of the day.
- 2nd offense: student must turn in his/her cell phone/tech at the office for the next three days.
- 3rd offense: student will receive a detention.
- Any additional offenses will result in the cell phone / tech needing to be turned into the office every day until further notice.

## Technology Usage

Our world belongs to God. Technology resources are powerful tools, and teamed with skillful teachers, can be used to effectively prepare students to be effective servants of Christ in contemporary society. The use of technology is a privilege, not a right, and staff and students at Denver Christian School (DCS) are expected to use the technology to support and enhance education and communication. Technology is an integral part of 21st century life, and we strive to prepare students to effectively use technological devices “to engage the world with Christ’s transforming power and love”. Therefore, each classroom is equipped with educational technology and the BYOD program is instituted in grades 6-12 to help train students to use technology well to fulfill our mission.

However, we also know that technology can lead to temptations and distractions in educational settings. DCS filters questionable content through our *Content Keeper* filter on our wireless network; however, we are not able to filter content accessed outside of our wireless network (i.e. cellular networks). Follow the same guidelines for respectful, responsible behavior online that you are expected to follow offline. In order to maintain a positive learning environment with technology, the guidelines below must be followed.

- Families should clearly label all devices with the students’ name.
- A password or passcode should be set to secure entry into each device. This password/passcode **is not to be shared** with other students.
- While on school property, students are expected to connect to the filtered DC Student wifi. No outside wifi devices (e.g. hotspots) should be used on school property.
- Students are responsible for any and all content on, sent, or posted from their personal devices.
- Students must consider that every effort is made to ensure that file folders and Google accounts are secure, but DCS does not in any way guarantee the security of this data.
- Denver Christian School subscribes to Gaggle Safety Management that monitors all DC’s Google apps content, including email, documents, etc.

### What does Gaggle Safety Management do?

- Improves the safety and security of students—both online and in the real world—by having a trained team that monitors student content 24/7.

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- Detects issues early, alerting DCS administration at any hour if a threat is imminent, allowing educators and parents to intervene positively.
- Contacts local law enforcement if the situation is dangerous and all school district contacts are unreachable.
- Allows DCS administrators and law enforcement to review communications that could threaten student health, safety or well-being.
- In order to protect and enhance the integrity and effectiveness of the educational process, no portion of any class, event, meeting or conversation with any staff, faculty, student or administrator may be recorded or published without previously obtaining express and written permission from Denver Christian School.
- Students are to keep their devices secure at all times and not share or loan them to others.
- The teacher in the classroom is the final say on procedures in the classroom. Access is only available, not guaranteed, for each classroom situation; technology in school is a revocable privilege and not a right.
- Denver Christian School is not liable for any device that is lost, stolen or damaged. Ultimately, the responsibility to keep the device secure rests with the individual owner. However, if a device is stolen or damaged, it will be handled as any other personal belonging.
- The student is financially responsible for repair or replacement costs if a school laptop, device or accessory is lost, stolen, or sustains damage due to accident, neglect, or abuse.

### **Bring Your Own Device (BYOD) Program (6th through 12th grade)**

Students are **required** to bring their own device to school on a daily basis to enrich their learning experiences. The **BYOD** program is designed to come alongside our current curriculum to enhance what we are already doing educationally.

#### **Overview**

As Denver Christian continues to prepare tomorrow's workforce with 21st century skills, the shift towards e-Learning becomes increasingly significant. Since DCS has the infrastructure to support many wireless devices, encouraging our students to bring their own devices will give our teachers access to immediate technology integration in our classrooms.

- Students are expected to always bring their **fully charged** personal devices (BYOD) to school each day.
- Students will use the personal devices (BYOD) to facilitate educational experiences that are consistent with DCS curriculum and programs
- During school hours, students may use personal devices (BYOD) for limited personal purposes that do not conflict with DCS educational purposes or the **DCS Technology Usage policy**.

[For more details regarding the DCS BYOD Program click here](#)

[For the BYOD Frequently Asked Questions click here](#)

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All use of personal (BYOD) devices are subject to the [DCS Technology Usage policy](#) as well as the Family Student Handbook.

### School Office Phone Use

- Students may use the school phones with permission from a staff member.
  - **We ask that student refrain from calling parents from their cell phones during the school day. It is helpful for our school staff to know when communication is occurring between parents and students.**
  - If students do not reach parents, he/she is instructed to leave a detailed message. We ask that parents return the missed call to the school office (303-733-2421) and not to the student's cell phone.
  - Parents please **do not** text/call your child(ren) during school hours. This is a disruption to the learning environment and can negatively impact teaching and learning.
- Except in emergencies, classes will not be interrupted for students to receive phone calls.
- Students may not call parents for homework, lunch, or to make before/after school arrangements unless authorized by a staff member.
- All sick calls must be placed through the office. This helps us be aware of students that are ill.

### Cheating and Plagiarism

Denver Christian School values honesty and integrity in student work. As a Christian community, we operate with academic integrity in daily work and on any assessment/paper being completed. Cheating or plagiarism on any school work will result in both disciplinary and academic consequences; repeated offenses will result in further disciplinary action which may include, suspension or losing credit for the class. Please note that both the person sharing and the person receiving the material in question will face academic AND disciplinary consequences.

Plagiarism ([plagiarism.org](http://plagiarism.org)) is defined as:

- to steal, turn in or pass off the ideas or words of another as one's own.
- to use another's production without crediting the source.
- to present as new and original an idea or product derived from an existing source.
- turning in someone else's work as your own

### Denver Christian School is a Tobacco, Vape, Alcohol and Drug FREE campus

We reserve the right to search, at any time, vehicles, lockers, backpacks, purses, duffel bags and persons for vape pens, tobacco, alcohol, marijuana, and drugs (along with any related paraphernalia). We also reserve the right to request that any student undergo immediate drug/alcohol screening by a school-approved physician/laboratory at the expense of the family. The possession, use, or sale/distribution of tobacco, vape pens, alcohol, marijuana and drugs at school

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or at any school events is strictly prohibited; violation of this policy may include suspension, expulsion and/or involvement with local law enforcement agencies.

### **Campus Safety and Security**

Denver Christian takes campus safety and security very seriously. A crucial component of preventing targeted violence at schools relies on developing positive school climates **built on a culture of safety, respect, trust, and social and emotional support**. The teachers and staff at DCS support a positive, welcoming and diverse community, intervene in conflicts, and work to prevent harassment and bullying. Students at DCS are empowered to **share concerns with adults**, without feeling ashamed or facing the stigma of being labeled a “snitch.”

While teachers and staff at DCS work to foster relationships and connectedness among the student body, **students themselves have a role to play in maintaining a safe school environment**. Students should be actively engaged in personal and community development, and are encouraged to reach out to classmates who might be lonely or isolated, and intervene safely when they witness harassment and bullying, in any form.

### **Standard Response Protocol**

Denver Christian School follows the Standard Response Protocol (SRP) developed by the I Love You Guys Foundation which is fully endorsed by law enforcement. A critical ingredient in the safe school recipe is the uniform classroom response to any incident. Weather events, fires, accidents, intruders and other threats to student safety are scenarios that are planned and trained for by school and district administration and staff. Historically, schools have taken this scenario-based approach to respond to hazards and threats. Each classroom has the SRP posted and an emergency backpack including documents and materials needed in an emergency.

The Standard Response Protocol (SRP) is based not on individual scenarios but on the response to any given situation. SRP demands a specific vocabulary but also allows for great flexibility. The premise is simple - there are four specific actions that can be performed during an incident. When communicating these, the action is labeled with a "Term of Art" and is then followed by a "Directive." Implementation of the action is performed by active participants, including students, staff, teachers and first responders.

- **Lockout** is followed by the Directive: "Get Inside. Lock Outside Doors" and is the protocol used to safeguard students and staff within the building.
- **Lockdown** is followed by "Locks, Lights, Out of Sight" and is the protocol used to secure individual rooms and keep students quiet and in place.
- **Evacuate** is always followed by a location, and is used to move students and staff from one location to a different location in or out of the building.
- **Shelter** is always followed by a type and a method and is the protocol for group and self protection.

## School Safety Drills

The purpose of practice drills has always been the same for DCS: to ensure students, teachers and staff are prepared to quickly make their way to safety in the event of an emergency situation. DCS conducts lockout, lockdown, evacuate, shelter in place drills several times each academic year.

Sources: [Department of Homeland Security](#) or [I Love U Guys](#)

## Video Surveillance

For safety reasons, our large yellow buses (shuttle), some areas of the school building and grounds may be under video surveillance.

## Motor Vehicle Policy

### Students

Taking a motor vehicle to school is a privilege. All students who plan to drive a vehicle to and from DC must register their vehicle with the office. Students must park in the designated student lots.

### **It is expected that all vehicles will be driven slowly and carefully while on campus.**

- Handicapped spaces may only be used by those with handicapped plates/hangers. Students parking in these spaces without proper plates/hangers will get a \$20 fine.
- Student vehicles must be parked properly between the yellow lines in the designated lots.
- Parking Violations - Not properly displaying a parking sticker or not parking within the marked spaces:
  - First violation will be a behavior notice (warning)
  - Subsequent violations will result in a \$5 fines per day following the warning

## Reckless Driving

The posted speed limit in and around the parking lots (which include the entrance and exits) is 20 mph. Driving above this speed limit is considered “reckless” while on campus. “Reckless” driving also includes driving in a careless manner through the parking lots that demonstrates a willful disregard for the safety of others (e.g., swerving between cars, speeding through the lot, dangerous passing, etc.)

- 1st offense - \$25 fine and Lunch Restriction
- 2nd offense - \$50 fine and Lunch Restriction
- 3rd offense - \$50 fine and a suspension of driving privileges on school property.

No students may be in the student parking lot during the school day except those who have written permission from the office to leave school. It is wise for students to keep their cars locked while they are in school.

## Public Displays of Affection

One of the wonderful things about the teenage years is developing relationships with those of the opposite gender. However, school is not the time or place to display those affections. While at school, anything beyond holding hands is considered an inappropriate display of affection.

## Bus Information

While riding the bus, safety is our top priority. In order to keep our students safe and allow the driver to concentrate on the road, all riders must follow the DC bus rules. Please keep in mind that the busses do not have seat belts; the seat ahead of you is designed to be your safety device.

### DC Bus Rules:

- Stay seated and forward facing at all times while the bus is in motion.
- Sit with only 2 riders per seat.
- Keep the bus clean. Trash can be deposited in the waste cans at bus stops or when exiting the bus only.
- At all times, the aisles must be clear including backpacks and legs.
- Nothing should ever be thrown out of the windows.
- Hands and heads must remain inside of the windows at all times.
- Students should use “classroom voices” on the bus at all times, no yelling.
- Eating while the bus is in motion can be a choking hazard in case of a sudden stop. Please refrain from eating any items while the bus is in motion.
- Above all else, all bus riders should love their neighbor. We ask for full respect of the drivers and other riders, including personal space.

### Bus Policy

- Schedule times -- In order to arrive at school or the next stop on time, the bus must leave each stop at a preset time. Drivers will not wait for students past the published time.
  - Parents please have your children to the bus stop on time and be at the stop in the afternoon ready to pick up.
  - If a child younger than 6th grade has no parent at the stop for drop-off and other parents are not available, the driver will call the transportation office or ask the child for a parent number. If the parent is more than 3 minutes from the stop the driver will proceed on to the next scheduled stop and the parent must pick the child up from that stop. We recommend that parents exchange phone numbers in case of such an incident.
- All parents must sign up for the Bus Remind text system. This system will be used to alert parents to delays in service of more than 10 minutes.
  - Any a.m. delays with the shuttle bus service will not result in a tardy, but the student **must** check in at the office and inform the office assistant that the tardy was due to a late bus.



- Safety drills will be conducted at least twice per year. All students will be taught how to open emergency exits. Older students will be instructed how they can assist the driver in case of an accident.
- All drivers will be dressed in uniform, a DC polo shirt and approved dress short or jeans.
- Discipline - In the event of an altercation, physical or verbal, the driver shall:
  - Stop the vehicle at the nearest possible safe location.
  - Separate the riders using verbal commands.
  - Alert the transportation office immediately.
  - Alert the parents at the earliest opportunity, either at the drop off spot or via phone if the incident happens in the morning.
  - Document the details of the incident at the school with the transportation director and, if necessary, the principal.
  - The transportation director and principal will investigate the situation (including viewing video recordings) and make a decision on the discipline needed.
    - Behavior will be handled under the school discipline policy/procedures outlined in this handbook.
    - Each situation is handled separately, and a first offense, if serious enough, could warrant discipline up to, and including, expulsion.
  - Typically, riders will be given three warnings to improve any behavior problems.
  - If the rider is unable to rectify the behaviors, suspension of riding privileges may be inacted.
- Children younger than 13 years old who walk home from a stop without supervision are required to have a permission form on file.
- Billing occurs monthly. We do not offer refunds or prorated days. Please contact the Transportation Director immediately if there are any changes in bus use or changes in stops or pickup location.
- Please contact the Transportation line immediately at 303-763-7939 with any questions or concerns.

## **Parent Association & Volunteers**

Denver Christian Parent Association (DCPA) is made up of parents who work to promote community and provide support to our teachers and staff. The DCPA promotes events such as Teacher Appreciation Week, Fall Festival, and much more. DCPA meets on the first Friday of every month in the Atrium. Meeting times are at 8:20 am and all parents are welcome!

- Volunteers play a very important role at Denver Christian School, and each family is expected to volunteer approximately 20 hours a year.
- At the beginning of the school year, parents have the opportunity to sign up for the various ways in which they can volunteer.
- Volunteers must sign in at the front desk and wear a name tag when volunteering at school during school hours.
- Help us keep our students safe. All Volunteers that work with our students should complete

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and return the [DCS Background Authorization Form](#) before volunteering at Denver Christian. This form should be printed, filled out, and returned to DC's central office along with your **check for \$16** (DC will cover the other half of the background check fee). Once authorized, this is good for 3 years..

- Visit the Community section of [mydc.denverchristian.org](http://mydc.denverchristian.org) for more information.
- Contact DCPA at [dcpa@denverchristian.org](mailto:dcpa@denverchristian.org)
- To log volunteer hours, please go to [Track It Forward](#).

### Communication and School Social Media

Please make sure that your contact information is correct in Renweb so that you receive the school communication to the email address and phone number that you prefer. To verify your information, log into your Renweb account, and go to Web Forms (under School Information). You will be able to click on different forms to verify that all of your information is up to date.

**Denver Christian School Newsletter** -- emailed every Sunday.

### Online Access and Social Media (Share the Social Media links with your friends and family)

- Website: <http://mydc.denverchristian.org/>
- School Facebook: [Facebook.com/DenverChristianSchool](https://www.facebook.com/DenverChristianSchool)
- Alumni Facebook: [facebook.com/DenverChristianSchoolAlumni](https://www.facebook.com/DenverChristianSchoolAlumni)
- School Twitter: @denverchristian - [twitter.com/denverchristian](https://twitter.com/denverchristian)
- School Sport Twitter: @dcsgameday - <https://twitter.com/dcsgameday>
- Social Media Hashtag: [#dcthundernation](#)
- Instagram: <http://instagram.com/denverchristian>
- RenWeb: Parent Information System, <https://dc-co.client.renweb.com/pw/>

### On Campus Wifi

The school wireless is provided for educational purposes and is filtered (Content Keeper) and monitored (Gaggle) at all times.

- If a website is blocked, and a student needs access to that website for educational purposes, contact your principal for access.
- Guest Network is available for use.
- Students should utilize the "DC Student" wireless account unless otherwise instructed by a teacher; DC Student wifi password is ***thunder!***

### Parent/Teacher Communication

- Communication between home and school is a vital link in the education of your child.
- Denver Christian is committed to informing you of school programs and your child's progress.
- Please take time to carefully read all documents sent/emailed home with your child, sign if necessary, and return promptly.

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- When leaving a phone or email message for a teacher, please understand that a teacher's daily schedule may limit the time available to return calls/emails. **Every effort will be made to contact you within 24 hours of your call or email** (weekends not included).

## **Athletics**

Middle school and high school athletics are supervised by our athletic director, Barb Landhuis. If you have any questions or concerns about these policies, please contact Mrs. Landhuis.

### **Middle School Athletics (6<sup>th</sup>- 8<sup>th</sup> Grades)**

#### **Participation**

We encourage all middle school students to participate in sports. In addition to learning a sport, school sports are a great way to develop many intangible qualities, such as time management, team work, perseverance, and leadership.

#### **Practice/Contest Commitments**

Middle school practice/contest commitments are typically three days per week, with occasional weeks with four days. Practices and contests are usually Monday - Friday after school, however, occasional before school and Saturday practices/contests may occur. If a practice is late afternoon, a study hall will be provided at school before the practice. Practice schedules are created and distributed at the beginning of each season.

#### **Sports Offered**

- Boys – cross country, golf, soccer, track, and basketball
- Girls – cross country, golf, volleyball, basketball, track, and soccer

#### **Sport Fees**

Each student is charged a participation fee per sport to help cover the costs of this program.

- \$150 - Each season of participation, with the exception of golf (which is \$300).

#### **Athletic Eligibility**

The purpose of middle school athletics is to honor God through competition, sportsmanship and fair play, while enabling our student athletes to gain experience in selected sports. Middle school athletics play a critical role in developing the whole child that God has created us to be. Being a member of a team is both an honor and a responsibility.

Co-curricular activities, such as athletics, add to the regular school day and responsibilities in that we become traveling ambassadors, visiting other schools and facilities. The middle school staff walks alongside our student athletes as they balance the commitments of being a student athlete.

To help to insure that student athletes are performing their best, both on and off the court/field our student athletes are evaluated by their teachers in the following categories each week:

- **Effort**
  - The student athlete should put his/her best foot forward.
  - The student should be focused on learning with all his/her might and strength.
  - Focus / Effort as a student means arriving to school on time, arriving to class on time, participating in class discussions, and asking the teachers for extra help if necessary.
- **Behavior**
  - The student athlete should obey all school, classroom, and team rules.
  - The student athlete should lift others up, and comments should be positive in nature and not negative towards others.
  - The student athlete should be a positive contributor to the classroom and school environment.
- **Academics**
  - The student athlete should work to maintain a C or better in all classes.
  - The student will complete all assignments and turn them in on time.

A “mark” in any category indicates a deficiency. A total of three “marks” from at least two teachers in a week will make a student ineligible for the next game. An email will be sent home to parents detailing what subjects the student received minuses in.

**In the example below**, Betty would be declared ineligible because she received 2 or more “marks”(teacher’s initials) from 2 different teachers. Suzie is eligible because even though she has 2 marks, the “marks” were from only one teacher. Suzie would be encouraged to chat with that teacher but is able to participate fully with her team.

<i>6th Grade Girls Volleyball</i>	Behavior	Effort	Academics
Betty Jones	MD RS	MD	RS
Susie Cue	VP	VP	

Middle school principal (Mr. Amidon) is responsible for making the results of the evaluation sheets known to the student athletes. Should a “mark” appear on the evaluation, the student athlete must to talk to the teachers involved to see what requirement(s) must be met. Should a student athlete become ineligible multiple times a parent meeting may be requested by the principal. This meeting may include teachers, the student athlete’s coach and athletic director. The purpose of this meeting will be to help the student athlete get back on a positive track in the classroom.

If a student athlete serves a detention, they will be declared ineligible for one game within seven days of the detention. If a student athlete serves an in-school suspension, they are automatically ineligible for practice or game on that day.

- The Denver Christian School's discipline policy will be followed for athletics.

### Selecting Teams

- When it is necessary for us to have more than one team in a sport, there is a distinction in how the players are chosen.
- In 6<sup>th</sup> & 7<sup>th</sup> grade we make every effort to have those teams equal in ability. In 8<sup>th</sup> grade we may group teams by ability. This provides a transition to high school sports.

### High School Athletics (9<sup>th</sup>-12<sup>th</sup> Grades Only)

The purpose of high school athletics is to bring glory to God in all aspects of athletics; this includes developing God-given gifts to perform at a high level as individual athletes and as a team.

### Athletic Handbook

The high school athletic program has its own Athletic Handbook. This handbook is reviewed each year with coaches, athletes, and parents. Please refer to this [handbook](#) for all policies and procedures not found below.

### Sports Offered

The sports offered at the high school level are the following:

#### Boys

- Fall -- golf, soccer, cross country, cheer
- Winter -- basketball, weights, cheer
- Spring -- baseball, track & field

#### Girls

- Fall -- volleyball, cross country, cheer
- Winter -- basketball, cheer, weights
- Spring -- soccer, track & field, golf

Students are also able to participate in some sports with other schools: lacrosse and hockey (with Colorado Academy) and football (with Front Range Christian School). If interested, the student should speak with the Athletic Director.

### Sport Fees

\$350 - Each season of participation

## Practice/Contest Commitments

High school athletes need to be prepared for practices Monday-Friday, including practice times before school, immediately after school, and evening practices. Athletes must also be prepared to have commitments on Saturdays and during school vacations days.

### Athletic Eligibility (In-Season Requirements):

- Eligibility must be certified under CHSAA rules.
- A student must be enrolled in classes carrying a total of at least five full Carnegie units of credit and must not be failing any of the courses in which he/she is enrolled.
- To encourage and focus on the priority of academics, students who are not passing all classes during a trimester are automatically ineligible for one week (Tuesday through the following Monday). Students remain ineligible until the next eligibility check on Monday morning.
- Ineligible students are not allowed to participate in co-curricular activities. If enough work is completed during the week of ineligibility to raise the grade(s) to passing, then the student is **allowed to attend practices** but is still **not eligible to play in games** until the next eligibility check.
- Eligibility is checked weekly on Monday morning (after the 4th Monday of the term).
- Students who receive an F as a final grade in a trimester are ineligible until the next eligibility check. **Typically the 4th Monday of the following trimester.**
- A student improvement plan may be implemented to help with student success and eligibility.

### Attendance

- Participation in athletics requires that students attend classes daily in order to maintain eligibility.
- **Half Day or No Play --** Students must be in school for at least half of the day in order to participate in any practice or contest on that day.

### Counseling Services for Preschool through 12<sup>th</sup> Grade

Staff counselors, including interns, are available throughout the school year for all students in various capacities. These include: individual counseling, groups, classroom support and presentations, teaching, resource or referral guide, college/career support, etc. **School-based counseling is intended to be brief and oriented towards immediate problem solving or crisis intervention.**

## Vision of the School Counseling Program

The School Counseling Program considers the development of the whole child our main focus. School counselors employ a developmental approach that addresses the general stages and tasks that most individuals experience as they mature from childhood to adulthood. Our goal for all of our students each year is to interact with the counseling program in any of the opportunities we offer.

## Process of the School Counseling Program

School counselors work directly with administrators, teachers, parents/guardians and professional community resources in order to meet the specific needs of students. All students may meet with the school counselor on an “as needed” basis as various issues arise. Appointments may be arranged by students themselves or in response to requests from parents/guardians, teachers and/or other students who report concerns. If initial meetings with a student indicate that more intensive, ongoing counseling is needed, the student will be referred to an outside professional. Although parents/guardians may not be advised of every student-counselor interaction, they will always be notified when there is any question of student safety. ***Parents will also be notified if there is more than two meetings with a student where a plan of action needs to be determined.***

## College/Career Counseling

The core of the College Counseling Program is a sequence of individualized and group counseling sessions between the counselors and/or interns with students with the goal of finding the best match in college for each student. This mission is supported by a variety of opportunities such as referrals, specific programs throughout the school year such as info on financial aid, college fairs, information on college life, visits from college recruits, etc.

By signing this Family/Student Handbook, you are granting permission for your son/daughter to meet with a counselor at anytime during the school year as ***group or classroom*** structure needs occur.

## Partnership

The Family/Student Handbook is a list of community living standards so that every student is provided the opportunity to learn in a positive environment. Although we may not have the same perspective on everything in this handbook, it is imperative that we all agree to abide by this handbook. This is also a living document that is regularly updated to provide clarity and relevance in our ever-changing world. If you have questions or need clarification, please contact the appropriate grade-level principal.

Given our partnership in educating students and fulfilling our mission, Denver Christian desires, values and respects the opinion and input of each and every member of the DC community. When those various opinions in the community differ, Denver Christian will carefully weigh and consider all relevant points of view, pursuant to the procedures outlined in the Family/Student Handbook. Once Denver Christian reaches a final determination and decision on any matter, it is vital to DC's mission in partnering with students and families that everyone in the DC community respect and support such determination and decision, even if it means "agreeing to disagree." In so doing we all embrace the Apostle Paul's call to be "like-minded" in Christian service and partnership.

By signing this Family/Student Handbook, students and parents agree in partnership with Denver Christian, to abide by its provisions, processes and guidelines, and to respect and support all ultimate policies, procedures and decisions of Denver Christian.

***Each student and parent please sign below and return this signature page to YOUR HOMEROOM TEACHER by August 31, 2018. Thank you!***

*My child and I have read the 2018 - 2019 Denver Christian Family/Student Handbook and understand its contents.*

\_\_\_\_\_  
**(1) Parent/Guardian Signature**      Date

\_\_\_\_\_  
 Print **Student's Name**      Date

\_\_\_\_\_  
**(2) Parent/Guardian Signature**      Date

\_\_\_\_\_  
**Student Signature**      Date

\_\_\_\_\_  
 Print Student Grade / Homeroom Teacher

*If you have multiple students please print and sign additional signature pages as needed.*