



Dominion Christian School

Knowledge. Truth. Wisdom.

GRADES K - 6

PARENT - STUDENT HANDBOOK

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“By wisdom a house is built, and by understanding it is established; and by knowledge the rooms are filled with all precious and pleasant riches.”

Proverbs 24:3-4

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Introduction

Dominion Christian School opened its doors in September of 1996. That event represented the culmination of a great deal of prayer and hard work combined with a desire to establish a quality school founded upon a Christian worldview using the tools of a classical methodology. The goal of Dominion Christian School is to operate a school committed to academic and spiritual excellence, to instill in the children a love for learning, and to provide an orderly and nurturing atmosphere in which these ideals can be achieved.

The handbook is for Dominion Christian School (DCS) students and their parents. It has been prepared to facilitate the accomplishment of our common goals. The policies and procedures explained in it regulate life at DCS.

The handbook outlines information about the school; answers questions about rules, guidelines, and policies; clarifies procedures; and gives other helpful information about the operation of the school.

We encourage parents and students to read and to discuss the handbook together in order to become familiar with its contents and the expectations of Dominion Christian School.

Philosophy

A Christian Education

At Dominion Christian School, we believe all things were created by God and the facts of reality can only be fully understood in terms of God's creative and redemptive purposes. God is the author of all truth, not just "religious" truth. All creation is continually sustained by the Word of His power and reflects His goodness and order. God has delegated to mankind the continuing task of taking dominion over the earth, sea and air under the authority of God's Law. We believe Holy Scripture to be the only inerrant, authoritative Word of God. It is from Scripture that we derive and confirm all truth. Students truly learn, then, only in an environment acknowledging and submitting to the authority of God and His Word in every area of life and study.

The Scriptures command us to love God with all our heart, soul, and mind, and not to "conform" to the [thinking] pattern of this world but be transformed by the renewing of our minds. Thus, at Dominion Christian School, we seek to teach students how to think like Christians; that is, to think thoughts inspired and led by God in every discipline and area of life. Our primary goal is to provide students with both the biblical worldview (the conceptual framework which is the definitive interpretation of reality), and the intellectual tools necessary to integrate the data of reality into, and rationally defend, that worldview. Only such an education will enable the student to make ultimate sense of the world in which he lives and equip him to discover the gifts God has given him and fulfill God's purpose for his life.

Scripture teaches in Deuteronomy 6:4-9 and Ephesians 6:1-4 that parents are responsible for the education of their children. Dominion Christian School can therefore be delegated authority by the parents, to assist them in the education of their children, but it may not usurp the parents' God given parental duty and responsibility. Parents are both welcomed and encouraged to participate in their child's education at the school as well as at home.

A Classical Methodology

At Dominion Christian School, we seek to restore and employ the time-proven method of the *Trivium* in the education of the student. The *Trivium* includes three stages. The *Grammar Stage* is the study of fundamentals of various disciplines in order to build a body of *knowledge* which subsequently can be ordered and arranged in the development of the student's reasoning and expression capabilities in the context of a Christian worldview. Latin, the paradigm discipline of the Grammar Stage, begins in third grade. Questions of who, what, when, and where are the focus. The *Dialectic (or Logic) Stage* brings the data of the Grammar Stage into ordered relationship. Formal and informal logic are taught during this phase. The goal is to equip students with thinking skills or *understanding*, making them capable of detecting sound and fallacious arguments. Questions of how and why are thoroughly addressed. The *Rhetoric Stage* makes use of the data of the Grammar Stage and the reasoning skills acquired in the Dialectic Stage in order to teach students how to express or apply what they think eloquently and persuasively to attain *wisdom*.

Statement of Faith

We believe that the Bible is the only authoritative, inspired, infallible, inerrant Word of God, and that the Scriptures are our final rule in all matters of faith and practice.

We believe that there is but one, infinite, personal, perfect and good God, eternally existent in three persons, the Father, the Son, and the Holy Spirit, each of whom is fully God. God's existence and character are determined by Himself alone and are not dependent on anyone or anything else.

We believe that God created man, male and female, in His image and for His own glory. Man's purpose in life is to bring glory to God by enjoying Him forever. Adam, the first man, sinned in his disobedience toward God thereby breaking fellowship with God, and through such disobedience sin extended to all mankind. We are all born sinners, spiritually dead and relationally separated from God.

We believe that Jesus Christ, born of the Virgin Mary, perfect Man and truly God, came to earth to fulfill the divine law through perfect obedience. Having lived a sinless life in obedience to the Father, He gave His life on the cross as the perfect, complete sacrifice for sin. On the third day, God raised Him from the dead, after He had provided a full redemption for all those who, by God's grace through faith alone, turn from their sins and believe in the name of Jesus Christ. We believe God will regenerate all for whom Christ died through the invincible power of the Holy Spirit. Christ will one day return to judge the world and deliver His faithful. A persevering personal faith in Christ, which is the gift of God, is the way to eternal salvation for all mankind.

We believe that the Father has given Christ all authority in heaven and earth; that He is Sovereign Lord of all creation and every area of life, not just "religious" or "spiritual" life; that as Christians we are commanded to love Him with all our minds as well as our heart and soul; that we love Him with all our minds by: 1) refusing to conform to the unbelieving thinking patterns of the world, and 2) renewing our minds and transforming our thinking patterns to take every thought captive to Christ.

Christ is the way, the truth, and life intellectually as well as spiritually. His Word is the source of all truth, and apart from knowing and submitting to His Word true understanding and wisdom in any subject is impossible. The fear of the Lord is the beginning of knowledge.

Values Statement

We aim to educate our students to think clearly and listen carefully with discernment and understanding and articulate precisely; to be capable of evaluating their entire range of experience in light of the Scriptures; and to do so with eagerness in joyful submission to God. We desire them to recognize cultural influences as distinct from biblical, and to be unswayed towards evil by the former. We aim to find them well-prepared in all situations, possessing both information and the knowledge of how to use it. We desire they be socially graceful and spiritually gracious; equipped with and understanding the tools of learning; desiring to grow in understanding, yet fully realizing the limitations and foolishness of the wisdom of the world. We desire they have a heart for the lost and the courage to seek to dissuade those who are stumbling towards destruction; that they distinguish real religion from religion in form only; and that they possess the former, knowing and loving the Lord Jesus Christ. And all these we desire them to possess with humility and gratitude to God.

We likewise aim to cultivate these same qualities in our staff and to see them favorably compensated so that they may make a career at Dominion. We desire them to be professional and diligent in their work, gifted in teaching, loving their students and their subjects. We desire they clearly understand classical education, how it works in their classroom and how their work fits into the whole; that they possess a lifelong hunger to learn and grow; and that they have opportunity to be refreshed and renewed. We desire to see them coach and nurture new staff and to serve as academic mentors to students. We look to see them mature in Christ, growing in the knowledge of God, and their own children walking with the Lord.

We aim to cultivate in our parents a sense of responsibility for the school; to see them well informed about the goals of our classical and Christ-centered approach. We desire them to grow with the school, involved in and excited about the journey. We aim to help them to follow biblical principles in addressing concerns, to be inclined to hearing both sides of a story before rendering a verdict, and to embrace the Scripture's injunctions to encourage and stir up one another to love and good works.

Finally, in our relationship with our community, we aim to be above reproach in our business dealings and to be supportive of the local business community. We further seek to exemplify the unity of the body of Christ, to develop greater fellowship and understanding with the churches, and to bring honor to our Lord in all our endeavors.

Vision Statement

That our children would be classically educated servants of God and Jesus Christ with a biblical worldview, which enables them to succeed at any calling in life.

Mission Statement

To kindle the love of learning in our children so that they desire and achieve a thorough knowledge of God and His creation in all its forms.

Dominion Christian School Goals

A Christ-Centered and Classical Education

Christ-Centered

In all its levels, programs and teaching, Dominion Christian School seeks to:

- A. Teach all subjects as parts of an integrated whole with the Scriptures at the center of all subjects (2 Timothy 3:16-17).
- B. Provide a clear model of the biblical Christian life through our staff and board (Matthew 22:37-40).
- C. Encourage every student to begin and develop a relationship with God the Father through Jesus Christ (Matthew 19:13-15, Matthew 28:18-20).

Classical

In all its levels, programs, and teaching, Dominion Christian School seeks to:

- A. Emphasize grammar, logic*, and rhetoric* in all subjects (see definitions below).
- B. Encourage every student to develop a love for learning and to live up to his potential.
- C. Provide an orderly, nurturing atmosphere conducive to the attainment of the above goals.

*At the elementary grade levels (K-6) these are given less of an emphasis.

Definitions

Grammar: The *knowledge* of fundamental rules or particulars of any subject or unit of study.

Logic: The *understanding* of ordered relationship of particulars in any subject or unit of study.

Rhetoric: The *wisdom* or application and persuasive expression of the grammar and logic of any subject or unit of study.

Curriculum Goals

I. Bible

- A. Students in kindergarten listen to the Bible as read by the teacher. Students in first grade follow the text as read by the teacher.
- B. Students in grades 2-6 read the actual text for themselves vs. only prescribed verses.
- C. Students are encouraged to understand the verses in context, along with other proper interpretation principles.
- D. Allow scriptures to speak for themselves with clarifications and illustrations by the teacher.
- E. Demonstrate for the students the richness and requirements of the Bible.
- F. Teach the biblical pattern of salvation and sanctification.
- G. Students are encouraged to come to the Father, through the Son, and grow in their knowledge and love of Him.

II. English

- A. Students will be equipped with the skills necessary for good writing, including spelling, grammar, style, and clarity.
- B. Major emphasis is placed on good writing by requiring the students to write often and correctly in each subject area.
- C. Clear thinking by the students is encouraged through requiring clear speaking and clear writing.
- D. Students are introduced to many styles of writing using the Bible and other high quality literature.

III. Reading

- A. Phonics is used as the primary building block for teaching students to read.
- B. Students are encouraged to read correctly as soon as possible.
- C. Students are introduced to high quality literature.
- D. Student's reading abilities are carefully monitored to ensure they are at a reasonable level, comprehending adequately, and reading fluently, both orally and silently, including the proper use of word-attack skills.
- E. Students are encouraged to foster a life-long love of reading and of high quality literature after being taught to recognize the characteristics of such literature.
- F. Integrate wherever possible other subjects such as history and science into reading.

IV. Mathematics

- A. Students will have a thorough mastery of basic mathematical functions and tables.
- B. Emphasis is put on conceptual, as well as practical understanding of math through the frequent use of story problems.
- C. God's unchanging character is illustrated through the timeless, logical mathematical systems He gave to man through His gift of reason.

V. History/Geography

- A. Students are taught that God is in control of history and He will determine its ultimate outcome. Meaning cannot be derived apart from His Sovereignty.
- B. Students are able to see God's hand in the history of the world and specifically the United States.
- C. Students' factual basis for understanding of history and geography is broadened as they mature.
- D. Through the use of many forms of information and research, such as biographies, illustrations, field trips, guest speakers, music, art, foods, architecture, students watch history and geography "come alive".
- E. Students are instructed that history occurs with a linear view of time in mind.

VI. Science

- A. Students are shown that because God made the universe, it has inherent order, which in turn makes it possible to hypothesize and experiment (scientific method). Guided inquiry will reveal to the student the intrinsic laws, systems, and truths God put into creation.
- B. The study of science is treated as a "means to an end," not an end in itself. That is, curiosity, experimentation, demonstration, and research should be emphasized as the process and way of using science, as opposed to just the study of facts in isolation. Facts should be attained not only through the lecture method but also as the result of research and discovery. By the time the students enter secondary-level science, they should be familiar with the scientific method through repeated practice.
- C. Many forms of instruction are used to teach scientific concepts and methods, e.g., a large variety of experiments, demonstrations, research projects, illustrations, field trips, and guest speakers.

VII. Art

- A. Students are taught the basic fundamentals of drawing to enable them to create adequate renderings.
- B. Students are encouraged to appreciate and imitate the beauty of the creation in their own works.
- C. Students are introduced to masters' works.
- D. Students are equipped to use a variety of art media knowledgeably.

VIII. Music

- A. Students are trained to sing knowledgeably, joyfully, and skillfully to the Lord on a regular basis.
- B. Students are systematically instructed in the fundamentals of vocal and instrumental music.
- C. Scripture is enriched through the teaching of many classic, meaningful hymns and songs.
- D. Students are introduced to the basic facts and music of famous composers.
- E. Students are encouraged to pursue the study of an instrument through private instruction.

IX. Latin

- A. Students are instructed in the fundamental vocabulary and grammar of Latin to better their understanding of English, the Romance languages, historical writings, and terminology pertaining to the sciences and the professions.
- B. Students' understanding of the reasons for and the use of the parts of speech being taught in our traditional English grammar class work is reinforced, e.g., plurals, nouns, verbs, prepositions, direct objects, tenses, etc.
- C. Cultivate study and logical thinking which are inherent in the study of Latin.
 - 1. Third Grade (1st year): Vocabulary acquisition, conjugations, declensions, and simple sentences.
 - 2. Fourth Grade (2nd year): Additional vocabulary, grammar, simple translations, and derivatives.
 - 3. Fifth Grade (3rd year): Additional vocabulary, grammar, translation work, and derivatives.
 - 4. Sixth Grade (4th year): Expanded vocabulary development, grammar, translation work, and derivatives.

Policies, Procedures, and Guidelines

Admission Procedures

I. Admission Procedures:

- A. Upon return of a complete application, an interview with the family will be arranged with the Head of School.
- B. A review of all other required materials (as stated on the application form), and the administration of the DCS Entrance Tests/Screening as an evaluation for grade placement of the student will be conducted. The Head of School will make an acceptance recommendation to the DCS Board. The board makes the final decision.
- C. The school will then notify the parents in writing with the decision regarding acceptance.
- D. All financial arrangements between the family and the school must be understood before an admission is considered final.
- E. The new family is strongly urged to attend the New Family Orientation held at the school during an evening normally in late August.

II. Admission Requirements for the Student:

- A. A child must have reached the age of five years by October 1 of the fall in which he would be entering Kindergarten.
- B. A child must have reached the age of six years by October 1 of the fall in which he would be entering 1st Grade.
- C. If a child has successfully completed the previous school year and his school work and behavior compare favorably to the comparable grade at DCS, the child will likely be placed in the grade for which he is applying. However, if through the administration of the DCS Entrance Tests or other evidence, it is determined that the child may not be adequately prepared for the next sequential grade level, it may be necessary that he repeat the previous grade.
- D. The child should understand that his parents have delegated their authority to the school. Therefore, he is subject to the instruction and discipline of the teachers and principal in their prescribed roles at Dominion Christian School.
- E. In general practice, if the student and parents comply with the requirements outlined here, DCS will admit students of any race to all rights, privileges, programs, and activities generally made available to all students. DCS does not discriminate on the basis of race, sex, color, or national origin in the administration of its policies, admissions, scholarships, athletic, and other school-directed programs.
- F. Parents of children with known learning weaknesses applying to DCS should make an appointment with the school to discuss appropriate placement. The school may recommend special testing and participation in the National Institute for Learning Disabilities "Discovery" Program.

III. Admission Requirements for the Parents:

- D. Though not required to be Christians, the parents of students in DCS should have a clear understanding of the biblical philosophy and purpose of DCS. This understanding includes a willingness to have their child exposed to the clear teaching (not forced indoctrination) of the school's Statement of Faith in various and frequent ways within the school's program.
- E. The parents should be willing to cooperate with the written policies of DCS. This is most important in the area of discipline (see Discipline Guidelines and Student Conduct Explanations) and school work standards, as well as active communication with the respective teacher(s) and administration.

IV. Priority for Admission:

These guidelines apply to new and returning students. Students will be enrolled or re-enrolled according to the following order of priority. These priorities apply only after students have been qualified through application, testing, and interview. Returning students are considered qualified unless special academic or behavioral probation applies.

- D. 1st Priority – Returning students – Students who re-enroll from the previous year provided they register before the set re-enrollment date.
- E. 2nd Priority – Employee applicants – Students who have a parent employed at Dominion Christian School.
- F. 3rd Priority – Sibling Applicants – Students who have a Dominion Christian School sibling enrolled.
- G. 4th Priority – Other applicants – Students who do not meet one of the above criteria. Date of application is only one factor in the admission process and does not determine an applicant's place on the waiting list. It does, however, determine the applicant's place among other qualified applicants of the same priority level. No application is dated earlier than December 15th before the year of admission. All applications received before that date are chronologically equal.

V. Class Placement:

Every effort is made to balance classes in grades with multiple sections. We endeavor to make all classes heterogeneous in boy/girl ratio and ability range. It would be impossible to satisfy all individual requests. Placement of students is an administrative decision based upon recommendations from the faculty and consideration of the overall needs of each classroom and individual.

Student Health Requirements

1. All students attending Dominion Christian School must have on record with the school office either a current immunization record or an exemption statement according to Virginia Code, before entering school in the fall. Standard immunization record forms may be obtained from the family doctor and a copy given to the school office.
2. Before the school will issue any medication to a student, there must be a written parental permission form on file. In order to facilitate the general dispensing of non-prescription medicine (e.g. Tylenol, Tums), DCS will provide a form to parents which grants a year's general permission to the school to issue non-prescription medication. Prescription medication will not be dispensed without specific written permission by the parent, accompanied by a doctor's note if the medication is necessary for more than 10 days. All medications will be kept in the school office.
3. Other forms necessary for student health records, obtained from the school office:
 - a. Health History: Describes the basic health history of each student. This form must be updated every three years and whenever changes occur.
 - b. Emergency Form: Lists the emergency contact names and phone numbers of people who need notification in a medical emergency. Includes signed waiver in order to facilitate necessary medical action. This form must be updated annually and whenever changes occur.
 - c. Current Medications Form: Lists all medications the child is currently taking, other than short term antibiotics (e.g. Ritalin, asthma, allergy, or depression medications, etc). This form must be updated annually and whenever changes occur.
4. A communicable disease may require exclusion from school during the active stage of the disease. Communicable diseases include but are not limited to chicken pox, measles, fifth disease, mumps and H1N1. Students with scabies, impetigo, conjunctivitis, ringworm, and strep throat will be readmitted to school based on the recommendations of your physician, usually 24-48 hours after initial treatment is administered. A student who has developed a fever will be readmitted to school after being 'fever-free' for at least 24 hours.
5. Students who have head lice will be sent home and not readmitted until treatment has occurred and the student has been lice free for 24 hours. Parents are encouraged to check for lice eggs and nits on a regular basis.
6. Students who become ill at school will be provided a place to rest until a parent is contacted and arrives to take the child home. No student with a fever, a contagious disease, or who is vomiting will be allowed to remain at school. If the parent cannot be contacted, the office will contact the person listed on the emergency form.

Attendance Requirements

A student enrolled in DCS is expected to be present and on time every day school is in session. Students are also expected to attend and complete all requirements for every course offered. Attendance records are kept by individual teachers and the school office. Attendance is recorded on the student's report card each quarter.

1. **Short Term Absences:** If a student needs to be absent from school for one to two days, for any reason, the parents should contact the school office by note or phone as soon as possible. For each day of school missed, students will have one day to make up work.
2. **Long Term Absence:** If a student needs to be absent for three or more consecutive days, the parents should notify the school to explain the circumstances. This will permit the office to inform the appropriate teacher(s) and to compile the necessary schoolwork which the student would otherwise miss. Notification should be made as soon as possible to limit the amount of missed schoolwork. Students will have three days to make up any work missed due to the long-term absence.
3. **Extended Absences:** We will gladly cooperate with families taking their children from school for vacations. However, when extended absences are voluntary (versus emergency or illness), we expect all make-up schoolwork to be completed within five (5) school days upon the student's return. We recommend that prior to any planned, extended absence, the student's work should be completed ahead of time as much as possible. This eliminates both the need to work on vacation or to do a significant amount of make-up work.
4. **Tardiness:** Students are expected to be in class on time. Each school day begins at 8:45 a.m. Tardiness is a disruption to the class and to the student. If a student is late for reasons outside of his control, the parent should 1) sign in at the office 2) send a note with the student to the teacher with a simple explanation. If a student is late five times during a quarter, the principal will conference with the parents to determine the appropriate course of action. Continued and chronic tardiness may result in loss of credit for the subjects involved.
5. **Withdrawal:** Parents are responsible for the full year's tuition. In the event of early withdrawal, tuition insurance covers only a certain percentage of the cost. Parents will be responsible for the balance.

Student Conduct Expectations and Explanations

At Dominion Christian School we guide our students towards excellence in academic achievements and in Christian character. We understand that this is a maturing process and these guidelines provide a framework for which each parent, teacher, and student may assess his growth in these areas.

1. Obeys promptly. (Hebrews 13:17) *“Obey those who rule over you, and be submissive, for they watch out for your souls, as those who must give account. Let them do so with joy and not with grief, for that would be unprofitable for you.”* It is expected that children will obey immediately without reminder. Children should have a respectful attitude (for example, responding with “Yes, sir. No, sir. Yes, ma’am. No, ma’am.”) and make attentive eye contact with the person giving directions.
2. Obeys cheerfully. (I Thessalonians 5:18) *“...in everything give thanks; for this is the will of God in Christ Jesus for you.”* It is expected that children will obey with a thankful attitude. Grumbling, grimacing expressions, sighing, and non-verbal complaining will be addressed.
3. Exercises diligence in work. (Ephesians 6:6,7) *“[obey] not with eye service, as men pleasers, but as bondservants of Christ, doing the will of God from the heart, with good will doing service, as to the Lord, and not to men,”* It is expected that children will be hard workers. Their work should give evidence of neatness, precision, and strong effort. They should be focused on, attending to, and engaged in the task given. Assignments should be completed.
4. Displays consideration, kindness, and compassion. (Ephesians 4:29, 32) *“Let no corrupt word proceed out of your mouth, but what is good for necessary edification, that it may impart grace to the hearers. And be kind to one another, tenderhearted, forgiving one another, even as God in Christ forgave you.”* It is expected that children will treat everyone with kindness in action and in speech. Harsh words and harmful behavior will be addressed.
5. Speaks with honesty and edification. (Ephesians 4:25; Psalm 19:14) *“Therefore, putting away lying, ‘Let each one of you speak truth with his neighbor,’ for we are members of one another.”* *“Let the words of my mouth and the meditation of my heart be acceptable in your sight, O Lord, my strength and my Redeemer.”* It is expected that children will speak honestly without rationalization and excuse. Gossip, slander, and “tattle tales” will be addressed. Children will be encouraged to speak directly with the person with whom they have a concern and to model the biblical principle in Matthew 18:15-17.
6. Exercises self-control. (Proverbs 25:28) *“Whoever has no rule over his own spirit is like a city broken down, without walls.”* It is expected that children will control their tongues and actions. Children will be encouraged to speak at appropriate times and to control their bodies.
7. Displays order. (I Corinthians 14:40) *“Let all things be done decently and in order.”* It is expected that the children will take an active part in maintaining their personal belongings (for example – desks) and the school’s appearance.

Basic School Rules

The following is a specific list of school rules reflecting the above general policies of which we require all our students to be aware and to which they must adhere:

1. Students will cooperate with basic Christian standards of behavior and conversation.
2. Talking back or arguing with teachers or staff is not permitted.
3. Chewing gum, electronic devices, guns, and knives are not allowed on the school grounds.
4. Students will be aware of and avoid the off-limits areas of the buildings and grounds.
5. Students will treat all of the school materials and facilities with respect and care. Littering and failure to clean up after oneself are not permitted. This includes textbooks distributed to the students. (Parents will be charged for or asked to replace lost or damaged textbooks or library books.)
6. A toy may be brought to school only in accordance with the specific directives given by the classroom teacher. However, in general, students are encouraged to keep toys at home so they won't be lost or damaged. Students may not bring stuffed animals, cloth dolls, etc. due to the potential for lice. The principal and DCS School Board reserve the right to make specific guidelines concerning particular toys.

Discipline Policy

The goal of discipline is redemption. The type and amount of discipline (correction) will be determined by the teachers, and if necessary, the Head of School. The discipline will be based on biblical principles, e.g. restitution, apologies, (public and private), restoration of fellowship, no lingering attitudes, etc. The vast majority of discipline problems are to be dealt with at the classroom level. Love and forgiveness will be an integral part of the discipline of the student.

The school does not utilize any form of corporal punishment.

- I. Office Visits.** There are five basic behaviors that will automatically necessitate discipline from the principal rather than the teacher. Those behaviors are:
1. Disrespect shown to any staff member or parent volunteer.
 2. Dishonesty in any situation while at school, including lying, cheating, and stealing.
 3. Rebellion, i.e., outright disobedience in response to instructions or school rules.
 4. Fighting, i.e., striking in anger with the intention to harm other students.
 5. Obscene, vulgar, or profane language, as well as taking the name of the Lord in vain.

During the visit with the Head of School, the Head of School will determine the nature of the discipline. The Head of School may require restitution, janitorial work, parental attendance during the school day with their child, or other measures consistent with biblical guidelines which may be appropriate. If for any of the above or other reasons, a student receives discipline from the Head of School, the following accounting procedure will be observed. Within the school year:

1. The first two times a student is sent to the principal for discipline, the student's parents will be contacted and given the details of the visit. The parents' assistance and support in averting further problems will be sought.
2. The third office visit will be followed by a meeting with the student's parents, and the Head of School. The student will be placed on behavioral probation for the remainder of the grading period.

3. Should the student require a fourth office visit, a two-day suspension will be imposed on the student. Work missed during this time will receive the mark of "0" (zero).
4. If a fifth office visit is required, the student will be expelled from the school.

- II. Expulsion:** The DCS Board realizes that expelling a student from school is a very serious matter and should always be carefully dealt with on a case-by-case basis. Forgiveness, restitution, and redemption are fundamental to our discipline policy. However, should a student and his parents not be able to eliminate behavioral problems before a fifth office visit, the student will be expelled.
- III. Serious Misconduct:** The office visit process may be bypassed and suspension or expulsion imposed immediately should a student commit an act with such serious consequences that the principal deems it necessary. Examples of such serious misconduct include: acts endangering the lives of other students or staff members, gross violence/vandalism to the school facilities, violations of civil law, etc. Students may be subjected to school discipline for serious misconduct which occurs after school hours on school property.
- IV. Re-admittance:** Should the expelled student desire to be readmitted to DCS at a later date, the school board, or its delegated committee, will make a decision based on the student's attitude and circumstances at the time of reapplication.

Library Policy

Our library collection has been specifically developed to provide the necessary resources for a classical school library. It is extensively used by all grades as well as by our teachers. If a child's name and grade is the last entry on a library card and the book is missing or damaged beyond repair, that child's parents are responsible for the recovery or replacement of the book. Parents have the option of providing a substitute copy (hardback to replace hardback, paper to replace paper) or paying for the actual replacement cost. If the book is out of print, replacement cost will be the actual cost incurred by the school to replace the volume.

Library bags are checked out to children in Kindergarten through Third Grade at the beginning of the school year. Each child is responsible for bringing the library bag to school every Monday. **If a child does not bring his or her library bag to school, he or she will not be allowed to visit the library that day.** If the library bag is lost, the child's parents are responsible for replacing it. Library bags cost \$15.00 each to replace.

During library time students are expected to behave and to be respectful of the library volunteers.

Dress Requirements/Appearance

Dominion Christian School has chosen to implement a dress code policy by the adoption of a uniform program. This does provide some flexibility and dispenses with the necessity for an exhaustive list of rules needed to cover all the exceptions and changes in style that are part of our life. DCS is a workplace for students as well as for teachers. Students should dress in a way that demonstrates their respect for the school. Therefore, some guidelines given for the implementation of this policy are as follows:

1. It is important that every uniform item be identified with the student's name.
2. No clothing imprinted with other than the school logo may be worn. Logos are not required for K-6. If students wear a shirt with the DCS logo, students should wear the NEW DCS LOGO ONLY starting September 2010.
3. All shirts and blouses will be worn tucked in, belts must be worn with pants or shorts, socks must appear at ankle level or above, no holes/tears in clothes, and clothing appropriately sized for the wearer.
4. All students are expected to have clean and neatly groomed hair. Boys' hair should be above the ears and collar. Dyed hair is not permitted.
5. Hats are not to be worn inside the school building. Bandanas and kerchiefs are not allowed.
6. Make up may be authorized for school performances but will not be permitted during the normal school day. Nail polish other than clear is not permitted. Excessive jewelry is not permitted. Only stud earrings may be worn. Tattoos of any nature are not permitted.
7. As the Head of School determines, special events (field trips, class parties) may call for other clothing options. Special days may be scheduled (e.g. jeans day) during which other clothing options are allowed. These will be advertised in advance in the school's weekly newsletter and/or via a note from the classroom teacher.

The school staff and/or administration will determine if there is a violation of the dress code, either in fact or attitude. Students not complying with this dress code will be required to rectify their appearance as quickly as possible. This may require a call to the parent to bring the appropriate clothing before the student returns to class. Cheerful, consistent compliance is expected; grumbling and challenging attitudes will be subject to appropriate disciplinary action.

Uniform Requirements

Girls K -6

- Blouse: White short or long sleeve, button-down, pointed or Peter Pan collar. **(K-5).**
- Shirt: White, navy, or red knit, short or long sleeve collared or turtleneck **DCS logo optional. Red shirt required for field trips. White required for 6th.**
- Jumper: DCS plaid pinafore, split neck or drop waist, knee length or longer. **Jumper required. (K-5 only)**
- Skirt: DCS plaid kilt or wrap-around pleated skirt or skort, knee length or longer.
- Pants: Khaki or navy twill “docker-style”; navy leggings under jumper/skirt; no jeans or cargo style pants.
- Shorts: Khaki or navy twill “docker-style”; no cargo style shorts.
- Sweater: Red or navy cardigan, V-neck or crew neck. **Sweater is not required.**
- Sweatshirt: Red or navy, plain or with DCS logo. **Sweatshirt is not required.**
- Socks/tights: White, navy, khaki, black or red; must be above ankle or higher.
- Shoes: Black, navy or red leather closed toe dress shoes or oxfords
- Sneakers: (White, black, navy, white/black, or white/navy. No colors, decorations, or lights.)
No sandals, clogs, or boots.
- Tights: White, navy, khaki, black, or red.
- Belt: Brown, black, or navy to be worn with pants or shorts.

Boys K - 6

- Shirt: White short or long sleeve button-down dress shirt **required** for special programs, field trips, assemblies, and photographs. White, navy, or red short or long sleeve collared knit shirt or turtleneck. **DCS logo optional. Red shirt required for field trips.**
- Pants: Khaki or navy twill “docker-style”; no jeans or cargo style pants.
- Shorts: Khaki or navy twill; no cargo style shorts.
- Sweater: Navy or red V-neck, crewneck, or cardigan. **Sweater is not required.**
- Sweatshirt: Navy or red, plain or with DCS logo. **Sweatshirt is not required.**
- Socks: White, navy, khaki, black, or red; must be ankle length or higher.
- Shoes: Black or brown leather/suede dress shoes or oxfords
- Sneakers: (White, black, navy, white/black, or white/navy. No colors, decorations, or lights.)
No sandals, clogs, or boots.
- Tie: DCS plaid **required** for special programs, field trips, assemblies, and photographs.
- Belt: Brown, black, or navy to be worn with pants or shorts.

Please note: All students are expected to be neatly groomed. Boys are to have neatly groomed hair (not below the shirt collar, above the ears and above the eyebrows). Girls are not to wear make-up or excessive jewelry; should use only clear nail polish, and wear only stud earrings. No student is allowed to dye one’s hair.

Uniform Suppliers

Dominion Christian School is not limited to one uniform provider even though each of their order forms may be labeled “official uniform provider”. Prices may vary and not all stores carry the complete line of DCS uniforms. Dominion’s plaid is “Plaid #55”. Catalogues are available in the office.

The Dress Code	125 Church Street, NE Vienna, VA 22180	703-242-3929
Land’s End, Inc. school # 900041716	1 Land’s End Lane Dodgeville, WI 53595	800-469-2222 www.landsend.com

Homework Philosophy

Since homework, by its nature, takes time at home, that time is to be encroached upon for only the best of purposes. The necessity for doing homework will vary from grade to grade and even from student to student. In general, homework (other than reading and Latin) for K-6 is not assigned over the weekend, holidays and vacation periods. Any questions regarding homework (either in content or time allotment), should be addressed to the child's classroom teacher (see section on Communication with Faculty, p.26).

1. Students often need some amount of extra practice in specific areas of new concepts, skills, or facts. In certain subjects (e.g. math or languages) there is not enough time in a school day to do as much practice as may be necessary for mastery. Therefore, after reasonable in-class time is spent on the material, the teacher may assign homework to allow for necessary practice.
2. Repeated, short periods of practice or study of new information is often a better way to learn than one long period of study.
3. Since Dominion Christian School recognizes that parental involvement is critical to a child's education, homework can be used as an opportunity for parents to actively assist their child in his studies. This will also keep the parents informed as to the current topics of study in the class.
4. Homework may also be assigned to students who, having been given adequate time to complete an assignment in class, did not use the time wisely. The homework, in this situation, serves a disciplinary, as well as a practical purpose.
5. As reading is such an essential skill for any subject, students at **all** grade levels will read (or be read to) **every** night. In addition to the reading, homework in other subject areas may be assigned.
6. Homework, papers, and special projects that are turned in after the due date will be penalized for each day they are late. Penalties apply in all cases of lateness except when resulting from an illness. The goal of this policy is to encourage students to take responsibility for meeting academic deadlines.

Grading Policies

Report cards are issued at the end of each quarter. Teachers are encouraged to schedule conferences as needed. Teachers will send home special mid-term grading reports to parents whose child is doing “C” work and below. Annual standardized testing is not considered part of the report card procedure. All fine arts performances, including concerts, art and science fairs, etc., are an integral part of the grading process and consequently attendance is mandatory.

Grades K - 2 at DCS will be evaluated in the following manner:

Scholarship
(1) Consistently
(2) Usually
(3) Occasionally
(4) Learning
(5) Needs to improve/Not Evident
(6) Unsatisfactory

Effort
+ Consistently performs to best of abilities
[Usually performs to best of abilities
- Works below best of abilities

The following grades, percentages and effort scale will be used for grades 3-12.

Grade	Percentage
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	64-66
F	63 and below

Promotion Policy

Students currently in DCS must meet all the following basic criteria for promotion to the next successive grade:

1. Pass reading, math, and English with at least a 64% average.
2. Have no more than one “F” per quarter in any other academic subject (e.g. history, science, Latin), and no more than two “F’s” in the same subject within an academic year.
3. In addition, when considering promotion of students currently enrolled, special emphasis should be given to the appropriate level of mastery, which includes accuracy and speed maintained over time, of skills and subjects listed in each of the grades (see Curriculum Guide Objectives).
4. Students who do not remain in satisfactory academic or behavioral standing may be placed on probation during the next reporting period, or in the case of behavioral standing, the remainder of the current reporting period. During that time, parents need to communicate with the teacher on a regular basis to address the improvement needed in particular areas. If at the end of the reporting period sufficient progress has not been made, the parents and teacher with the Head of School will decide on the appropriate action (which may include expulsion).

Closed Campus

Dominion Christian School maintains a closed campus. Our students are not allowed to leave campus during the school day. The school day includes all activities in which the students participate at school. Students may not leave campus to go to local stores, restaurants, or private homes without prior arrangement with school administration. Students may not leave the school premises except with a parent, carpool, or prearranged ride, or for field trips.

Students are not permitted to remain on campus after school hours without prior administrative approval. Siblings of students who are involved in after school activities are not permitted to remain on campus unless supervised by a parent.

Parental Involvement

God, through His Word, indicates that the family is the most important human institution. We at Dominion Christian School intend to support and encourage the family. Therefore, we are continually seeking ways to involve the parents, siblings, and grandparents of our students in the programs of the school.

Below are just a few of the more common ways we do this. Please feel free to ask if you would like to try additional ideas.

1. Visit the school at any time. (Please sign in and out at the office.)
 - a. Visit or assist in the classroom, regularly or infrequently. (Arrangements should be made with the teacher ahead of time.)
 - b. Act as a chaperone on field trips.
 - c. Serve as a story reader, guest artist, or offer your special talents.
 - d. Serve as a lunchroom and lunch recess monitor.
 - e. Share your experiences, trips, vacations, as they may relate to an area of study in a class.
 - f. Help host class parties at home or in the classroom.
 - g. Act as the coordinator/helper for special events.
2. Request parent-teacher conferences. Conferences may be held anytime at the parent's request.
3. Closely monitor and praise your child's progress by reading all teacher notes and student papers sent home.
4. Invite the teacher home for dinner. 😊

Classroom Visits

We welcome visitors to our classrooms. However, we do want to minimize disruptions to the classroom instruction. Therefore, we ask the parents who wish to visit classes do so within the following guidelines:

1. Keep the length of the visit reasonable. Most visitors find that 30 minutes is sufficient to give them an understanding of a given classroom situation.
2. Do not enter into discussion with the teacher during your visit. The teacher has a tight schedule of activities and is responsible for the learning activities of all students in the class.
3. In the case of a student under threat of suspension, a parent may request or be requested to attend school all day with the student. Such a procedure would waive the suspension and keep the student from losing academic credit for work done during a period of suspension.

Parent Service Requirements

In order to promote family involvement in the school (and keep down the cost of tuition), it is mandatory that each family donate time in some capacity to the school for a minimum of 40 points per year. For families who are unable to commit these hours, you may buy out this obligation for a \$500.00 fee. A wide variety of volunteer options are available for both in school service and at home options. Inquire at the office for more information.

Parent Meetings

Parents are encouraged to attend the annual Back to School Night in order to obtain information from their child's teacher for the academic year.

At least one parent is required to attend the fall and spring Town Hall Meetings as noted on the academic calendar. Such attendance is vital for information regarding this school's current status and future plans. (Board policy: adopted 8/09)

Field Trips

Field trips are designed to be educational in nature. They will be treated as regular school days and attendance is encouraged. Students are expected to maintain the same level of discipline as is required at school. The dress code for field trips will be noted on the field trip permission form. A small fee may be necessary for certain trips and some parents will be asked to accompany the class as chaperones and provide transportation. Due to the responsibility of chaperoning, some field trips may not allow siblings to attend.

Lunch Program

Students should bring lunches from home to be eaten in our school lunchroom. **No microwave oven is available to warm lunches.** Students may participate in our optional hot lunch program, the scope of which will be determined before the opening of school in September. Orders are purchased on a quarterly basis and must be returned to the classroom teacher **no later than 8:45 a.m.** on the date stated on the order form.

Communication with Faculty and Staff

Dominion Christian School Faculty and Staff welcome constructive communication from parents at any time. The following guidelines will help to direct communication in the most productive way.

1. If you have a quick question about school work or class procedures, write a note in the student's communication notebook, and the teacher will respond with a note, phone call, or both. Sixth grade parents are encouraged to e-mail the respective teacher as communication notebooks will not be utilized.
2. If you desire a phone conversation, send a note in the communication notebook with your child or call the school office. We will attempt to return calls within 24 hours. Concerns involving students and classroom procedures are most appropriately directed to the teacher. Questions concerning school policy should be directed to the principal.
3. If you think a personal conference would be best, please make your request in writing or place a phone call to the teacher or Head of School so that a mutually acceptable time may be scheduled. **Drop-in conferences before or after school are not workable.** Teachers and administrators schedule their use of time carefully and have supervisory duties that are particularly heavy at the beginning and end of the school day.
4. As a courtesy to our teachers, please do not phone teachers at home except in a genuine emergency. Teachers have far more homework than students and can conduct business with parents much more efficiently during the school day. You should evaluate the urgency of your call by asking whether it can be handled during regular business hours.
5. Urgent messages, specific instructions, or special requests concerning a change in normal procedures relating to any particular student will be given to the student and appropriate staff provided the office staff receives the message before noon.
6. If your student has been absent and would like to work on his homework assignment prior to returning to school, then the teacher must have the request prior to 10:00 a.m. Requests after this time are difficult to honor by the end of the day.
7. In seeking to solve a problem or misunderstanding originating in class, students and parents should work first with teachers, then the Head of School if needed. Questions about curriculum or school policy should be addressed to the administration first, then the school board if needed. We want to resolve all problems using the biblical principle outlined in Matthew 18:15-17. *“Moreover if your brother sins against you, go and tell him his fault between you and him alone. If he hears you, you have gained your brother over. But if he will not hear, take with you one or two more, ‘that by the mouth of two or three witnesses every word may be established.’ And if he refuses to hear them, tell it to the church, let him be to you like a heathen and a tax collector.”*

Daily Schedule

DCS operates on the following schedule Monday - Friday:

Monday – Friday 8:45 a.m. - 3:15 p.m.

Drop-off 8:15 a.m. - 8:35 a.m.

Pick-up 3:20 p.m.

ARRIVAL

Please drop off students between 8:15 a.m. - 8:35 a.m. Students dropped off between 8:15 and 8:35 will report to the cafeteria. We are unable to accommodate children before 8:15. **Class begins promptly at 8:45 a.m.** Please make every effort to be on time.

DISMISSAL

Dismissal is promptly at 3:15 p.m. Monday – Friday. Please make every effort to be on time. If there is a delay and you will be later than 3:30 p.m., contact DCS as soon as possible to advise the school of the situation.

Inclement Weather Schedule

If Fairfax County Schools are closed due to inclement weather, DCS will also be closed. If Fairfax County Schools observe a late opening, the following schedule will apply:

- One (1) hour delay DCS will open one hour late (9:45 a.m.)
- Two (2) hour delay DCS will open two hours late (10:45 a.m.)
- Regardless of any delay, students are to bring lunch.

If Fairfax County Schools close early, DCS will observe the same early closing.

For information regarding inclement weather, use the following:

- Local television and radio news stations (WTOP radio 1500 AM, 103.5 FM; WJLA channel 7)
- Fairfax County School “Snow Hotline” (703-246-2500)
- www.fcps.edu (click on Emergency Announcements)
- Call DCS office at 703-758-1055 for a delay or closing message.

DCS will grant 3 inclement weather days with no make-up time required. Beyond that, DCS will make up each day missed due to inclement weather. These days will be taken from scheduled “No School” days on the DCS school calendar.

Carpool Procedures

Drop Off

- Enter the driveway from Vale Road.
- Enter the circle on the right and proceed counter clockwise.
- Pull up to the first space.
- In no case should any students exit the car on the driver side.
- Early drop-off may begin at 8:15 a.m. Please do not send your child in any earlier as no staff person is on duty prior to 8:15 a.m.

Pick Up

- Enter the driveway from Vale Road.
- Enter the circle on the right and proceed counter clockwise.
- Pull up to the first spot at the curb.
- If the driveway is full you will be directed to park in the parking lot. Please face the driveway.
- Once the line is moving, you will be directed by a staff member to enter the driveway line.
- Teachers will keep the cars moving forward.
- Please do not pull out of line and around cars in front of you.
- If you are planning to enter the school prior to picking up your riders, park your car in the parking lot. This is only applicable when you are signing your child out for early dismissal.
- **No student will be allowed to walk to a car in the parking lot during dismissal.**
- Students will be waiting for their ride in the cafeteria.
- When a car arrives, the carpool will be called and the students will exit the cafeteria and enter the car. If a member of the carpool is not present when his carpool is called, the driver will be instructed to pull out of the pickup zone, and drive around to get back in line, or to park in the overflow spaces.
- In case of rain, umbrellas will be used by teachers to escort the children to your car.

