



# DENVER CHRISTIAN SCHOOLS

*Inspired Equipped Engaged*

## *Parent and Student Handbook 2015 - 2016*

Dear Parents and Students,

Welcome to Denver Christian Schools!

It is good to have you in partnership with us at Denver Christian Schools! We, as staff members, are excited about the year that is before us. God is already going ahead of us and we are excited to see what he will give us, how he will test us, how we will grow in him, and how he will bless us throughout the school year. There will be many ways for us to work together this year, but in all things please keep Denver Christian Schools in your prayers!

**Our Spiritual Emphasis Theme this year is Discover God's Truth.** Throughout the year, in chapels, devotions, and class discussions we will be looking at God's desire for us to live in unity and love. We will explore what it means to clothe ourselves with compassion, kindness, humility, gentleness, and patience and how this should impact our lives, our school, and our community.

We are looking forward to an exceptional year at Denver Christian. We hope that each of you will experience God's blessings during the coming school year. May we continually be in prayer that our love for each other and for our Lord will bind us together in perfect unity

In Partnership,

The Staff of Denver Christian Schools

## 2015 - 2016 Staff List

Name	Position	Room	Email
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## Mission & Vision

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

## School Hours:

- Daily Schedule: 8:30 am – 3:30 pm
- Playground supervision begins at 8:10am
- Before Care program begins at 7:10am
- After Care program runs from 3:30pm - 6:00pm

## Attendance Policies and Procedures:

### **Absences**

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 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).

1. Absences occur and are defined as follows:
  - a. **Excused:** Illness, doctor's appointment, funeral, hazardous conditions. Parent-requested absences such as vacations. Notification must be received **prior to the absence**.
  - b. **Truant/Unacceptable:** Student is absent without parent or school knowledge. Students who are truant (absent without parental knowledge) will be given a detention and parents will be notified.
  - c. When a student records his/her 5<sup>th</sup> absence in a term, contact will be made with the student and parents to reiterate the importance of good attendance. When a student reaches his/her 10<sup>th</sup> absence in a term, the student and parent may have a conference with the principal.
  - d. School related absences (e.g. missing class for an away athletic contest) do not count toward the absence limit; however, **students are responsible for work missed**.

### **Tardies**

**For security purposes all exterior doors will be locked at 8:30am.**

Realizing that things outside of one's control happen, each student is given 3 "free" tardies each term. After the 3<sup>rd</sup> tardy in the term, the student will be warned that the next tardy will result in a **lunch restriction**.

Tardies are tracked per term, and each term begins with a clean slate.

1. Being late to class is not only detrimental to the educational process for the student who is tardy, but also to the other students in the class who are distracted by the late entrance.
2. All students must report to the main office when tardy to school. Students will not be permitted to enter the classroom without a note from the front office.
3. All tardies (beginning of the school day, and after breaks and individual classes) will be recorded.

## Consequences for Tardiness

1st - 3rd tardy - grace period, warning sent **after** 3rd tardy

4th tardy - Lunch Restriction plus student and parent notification

5th tardy - Lunch Restriction plus student and parent notification

6th tardy - Detention plus student and parent notification

All additional tardies will result in a detention to be served on the next Wednesday

## Reporting Absences/Tardies:

1. All absences and tardies must be reported by a parent to our attendance line at 303.733.2421 or emailed (see emails below) by 8:45am
  - a. Preschool - [mballard@denverchristian.org](mailto:mballard@denverchristian.org)
  - b. Kindergarten - 12th grade: [attendance@denverchristian.org](mailto:attendance@denverchristian.org)
2. Please make sure ALL absences and extended vacations are reported in advance to the office at the number above. **Without guardian/parent notification these absences will be considered unexcused and will result in a detention.**
3. If you have not contacted the office by 9:30am, you will be contacted to insure the safety of your child(ren).
4. If your child will be absent due to illness, please call the office **no later than 10:00am** if you would like to request your child's work for the day. Teachers will do their best (no promises) to gather the work for you or a 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.
5. 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.

## Arrival & Dismissal Procedures

- **CAMPUS SPEED LIMIT IS 17mph, 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 Wednesday for lunch. While off campus students are expected to represent themselves and DCS 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 (8:30 am - 3:30 pm).
- School dismisses at 3:30 pm Please be on time. Plan to be in line NO LATER than 3:45 pm as the line is moving very quickly at that point.
- **Students who are not picked up by 3:50 pm will be sent to the After and Care program. A fee will be assessed for this service.**
- **Click on the links below to view the maps for the carline procedures**
  - [2015-2016 Carline - Close up](#)
  - [2015-2016 Carline - Wide View](#)

## 1. General Arrival Information

- a. Students may be dropped off between 8:10 am - 8:30 am Supervision for K-5<sup>th</sup> grade will begin at 8:10 a.m. on the playground. 6<sup>th</sup> - 12<sup>th</sup> grade students may enter school building to be supervised near their lockers, breakout zones or atrium before school starts.
- b. The first bell will ring at 8:25 am and the tardy bell will ring at 8:30 a.m.
- c. K-5<sup>th</sup>
  - i. Students should proceed directly to their classroom to drop off backpacks and then proceed directly to the playground.
  - ii. In case of bad weather, a **BLUE FLAG** will be placed in front of the school to notify students to proceed directly to their classrooms. Teachers will be in their rooms to provide supervision.
  - iii. Teachers use the time before the first bell as their planning/prep time for their day as well as for meetings with other staff members. We ask that you set an appointment if you wish to meet with a teacher in the morning before school.

## 2. Preschool Parking lot procedures

### a. Morning Drop-Off

- i. Parents are asked to park in the parking lot nearest the preschool playground and walk their child(ren) in through the preschool doors and sign their child(ren) in.

### b. Pick up

- i. Parents are asked to park in the parking lot nearest the preschool playground and walk in through the preschool doors and sign out their child(ren).

## 3. K - 5th Grade Parking lot procedures

### a. Morning Drop-Off

- i. **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.
- ii. **Pay Attention** – **Please drive slowly and give pedestrians the right of way.**

### b. Morning Walk-In - if you wish to walk your child(ren) into the building during the morning drop time, please use the far south parking lot.

### c. Afternoon Pick-Up

- i. **Name Placards** – Place your carline placard in the **front windshield on the passenger 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 in 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 DCS staff member.**
- ii. **Carpools** – 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 3:15 p.m. to show proper identification and pick up your child(ren). This helps to ensure the safety of our students (your child(ren)).

- iii. **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 p.m.** or they may be asked to wait until they are called during the regular carline.
- iv. **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. Please know our before and after care program may be using the playground at the same time.
- v. **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.

## **Emergency School Closings**

### **1. Closings**

- a. Announcements regarding inclement weather and school cancellations or late starts will be reported on the following news and radio stations after 5:45a.m., KUSA (channel 9), KCNC (channel 4), KOAA Radio (850am), or [www.9news.com](http://www.9news.com). Notifications will also appear on our school web site. [www.denverchristian.org](http://www.denverchristian.org) as well as our school’s Facebook page ([facebook.com/DenverChristianSchools](https://facebook.com/DenverChristianSchools)) and Twitter account ([twitter.com/dc\\_schools](https://twitter.com/dc_schools)).
- b. **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.**
- c. If school is closed or has a late start, ‘Denver Christian Schools’ will simply be listed among the schools listed.
- d. Email sent to all DCS families.

### **2. Late Starts**

- a. The purpose of a late start is to allow our families and shuttle buses more time to safely drive to school.
- b. A late start means we have delayed the start of school by one hour. School will start at 9:30 a.m.
- c. **Shuttle pick up times will be delayed by 30 minutes**

## **Lost & Found**

- 1. All items will be placed in the lost and found area near the playground exit on the west side of the building. **Unclaimed items will be donated.**

## **Holidays**

- 1. School holidays include the following: Labor Day, Thanksgiving, Christmas, Martin Luther King Jr. Day, President’s Day, Good Friday and Memorial Day. **Please see DCS calendar for further details.**

## **Visitors/Guests**

- 1. **All visitors/guests must sign in at a school office.** Once the visit is approved, all visitors must wear a visitor or volunteer pass to be in the building.



2. Student visits are typically restricted to lunch times only. If students are interested in shadowing, they should contact Mrs. Carrie Johnson, director of admissions (cjohnson@denverchristian.org).
3. All **parents** must also check in at the office when stopping by the school during the school day to either make deliveries or to pick up a child for an appointment.
  - a. If you are picking a child up, he/she will be called down to the office to meet you.
  - b. All students leaving campus during the day for appointments must sign out at the office upon leaving and returning.
  - c. 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)**

1. All 5th - 12th grade students are assigned a locker at the beginning of the year.
2. Students may display pictures on the inside of their locker door that reflect values consistent with Denver Christian Schools.
3. **Only BLUE PAINTERS tape or magnets may be used inside or outside on the lockers.** Students may use **magnets** to hang pictures.
4. Lockers should be kept clean and available for inspection.
5. Locker doors are to be kept closed when not in use.
6. All 4th-12th grade students are encouraged to use a combination lock for their lockers. **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.
7. If you would like to trade lockers with another student, you must ask for permission first.
8. **Administration reserves the right to periodically inspect lockers.**
9. Misuse of lockers may result in forfeiture of use for the remainder of the school year.
  - a. **Trespassing in other student's lockers may result in a detention.**
  - b. Parents needing access to their student's locker must report to the office before entering the student's locker.

### **Health Information**

#### **1. Dispensing Medication**

##### **a. Requirements**

- i. All medication dispensed at school **MUST** be prescribed by a doctor and in its original Pharmacy-labeled container and turned in to the main office with authorization form. This includes over the counter pain relievers, cough drops, etc.
- ii. Students may **NOT** carry and self-administer (inhalers excluded) prescription medications during the school day.
- iii. 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.
- iv. Teachers may keep a second epi-pen in their classroom if requested by parent. One must also be in the office.

## 2. Ill Students

### a. Sick Child's Policy

- i. Please **do not send your child to school** if:
  1. The child has vomited in the last 24 hours.
  2. The child has had a fever of 100 degrees or higher in the last 24 hours.
  3. The child has any contagious illness (i.e. chicken pox, pink eye, strep, measles, upper respiratory infection or impetigo)
- b. **Emergency Cards** - Please be sure to keep your emergency card on RenWeb is up to date in case you need to be contacted to pick up your child.

### c. Immunizations

- i. [Click here for the Colorado Immunization Requirements here](#)
- ii. All students must demonstrate proof of immunization either by submitting a immunization record card or by filling out this form ([Notice of Immunization Requirement - Required Immunization\(s\) for School/Child Care](#))
- d. ***Nut Aware Environment*** - -- We are a "nut aware" school, which means DCS is not "Nut Free" or "Nut Restricted." Essentially, this means that if a student has a nut allergy, every teacher, classmate, and family of that grade will be made aware of this allergy, and we will take necessary precautions. Each situation will be different but precautions could include, a nut restricted class/grade, special consideration with classroom treats, designated seating areas in the WT Cafe, etc.

## Academic Information

### 1. Grading

- a. **Kindergarten:** students will receive a progress report at the end of each trimester.
- b. **Grades 1st - 3rd:** students will receive a report card every trimester.
- c. **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

### 2. Parent Teacher Conferences

- a. Two formal conferences will be conducted during the school year. Parents are encouraged to meet with teachers at any time during the school.
- b. A *sign-up genius* online form requesting a scheduled conference time will be emailed home two weeks prior to conferences.

### 3. Eligibility (6<sup>th</sup>-12<sup>th</sup> grades) per CHSAA regulations

- a. 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 they are passing all their classes.
- b. 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.
- c. Eligibility is checked weekly on Monday.
- d. Students who receive one or more F's, as a final grade, in a trimester are ineligible until the next eligibility check. **Typically the 4th Monday of the following trimester.**
- e. A student improvement plan may be implemented to help with student success.

### 4. Homework

- a. Expect students to have homework or tests to study for most evenings.
- b. Teachers will give clear guidelines/expectations/due dates for assignments.
- c. 4<sup>th</sup> - 12<sup>th</sup> grade students are encouraged to record assignments in their assignment books (or electronic assignment book).
- d. Please review the policy regarding make-up work when students are absent from school.

### 5. Field Trips

- a. A parent permission form is available on RenWeb at the beginning of the school year that covers all field trips for the year. Please sign electronically in order for your student(s) to attend field trips.

### 6. Textbooks

- a. A textbook rental fee is included in the student activity fee. However, not all classes use textbooks.
- b. Students are responsible for taking care of their textbooks and will be expected to pay for any lost or damaged books.

### 7. Extend Program

- a. The *Extend* Program works in partnership with classroom teachers to raise awareness of and respond to the full range of student learning needs. *Extend* is integrated into the curricular design of the PreK-12 Denver Christian Schools.
- b. The *Extend* team works side-by-side with the faculty to differentiate instruction in the regular classroom setting. The team, in conjunction with classroom teachers, identifies the strengths and weaknesses of referred students through formal and informal assessment instruments. Identified students are provided continued services and evaluation as they move through the system.
- c. Please feel free to contact your child's classroom teacher if you have concerns about your child's academic progress.

8. **Experiential Education:** 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 inside and outside of the classroom.

- a. **Outdoor Education:** we encourage all classes to take field trips and participate in outdoor education. This includes multi-day experiences at the middle school level, e.g., Id-Ra-Ha-Je (7th) and Rehoboth (8th).
- b. **Tinkering Lab:** God has given us curiosity and creativity to stimulate our brains and encourage learning. While this happens every day in our classrooms, we also have a dedicated space to encourage this. The Tinkering Lab is a location where students and teachers can gather to work on projects, tinker, and build.
- c. **Other Learning Spaces:** In addition to field trips and the tinkering lab, we have over a dozen break-out spaces, the two libraries, and two computer labs in which experiential education happens.

## 9. Movie Policy

- a. All movies, PreK-12th grade, must have a direct connection to the curriculum. The exception to this is indoor recess or a pre-approved showing for a party or reward. 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 must receive permission from parents for their child to view the movie.
  - i. PreK-5<sup>th</sup> Grades - All movies shown must be rated G.
  - ii. 6<sup>th</sup>-8<sup>th</sup> Grades - All movies must be G or PG.
  - iii. 9th-12th Grades - All movies must be G, PG, or PG-13.

## Student Conduct and Discipline

Discipline is discipleship. Therefore, for the Christian, discipline is first of all self-control in living according to biblical principles. Additionally, we live in a Christian community to encourage each other and hold each other accountable to live in ways that glorify God.

## General Student Expectations

- Love God
- Love others
- Be a positive example and role model to those around you
- Treat all property with respect
- Act in a way that encourages a positive learning environment.

## Language Usage

God is concerned about our language usage, and He wants each of us to guard our tongue. What we might consider a casual expression, God identified as one of His 10 commandments.

- Do not take God's name in vain. In addition to the casual "OMG" expressions, refrain from using God's name in a joking or inappropriate way.
- Refrain from using language (including jokes) that is disgusting, crude, or demeaning to different groups of people (e.g. gender or ethnicity).

### **Behavior Notice (written warning)**

A behavior notice is earned for a relatively minor offense, such as classroom misbehavior and general disobedience. Behavior notices are emailed to parents via RenWeb. **The 4th behavior notice in a term will result in a detention.** In general, the following procedures will be followed:

- 1st behavior notice – email notification
- 2nd behavior notice – email notification
- 3rd behavior notice – email notification and a detention will be served on the following Wednesday.

### **Detention**

A detention is the consequence for a relatively major offense, such as repeated behavior notices, cheating, and inappropriate language usage.

- Detentions are served from 7:30am - 8:15am on Wednesday. The student must report to the 6th - 12th grade academic office at the assigned date. If a student is late to detention, he/she will not be allowed to serve the detention on that day and will have to serve the next available Wednesday.

#### 1st - 3rd Detentions

- Served from 7:30am - 8:15am on the next Wednesday

#### 4th Detention

- 2 hours of service to DCS (time/day tbd)
- Restorative Behavior Agreement

#### 5th Detention

- 2 hours of service to DCS (time/day tbd)
- Restorative 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 or fighting). Suspensions may include:

- Removal from the classroom for 1 day
- Restriction from all co-curricular activities for 1 week

Multiple suspensions may result in the student being recommended for expulsion.

### **Expulsion**

Decisions regarding expulsion are made by the Administration Team. Some 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. With clear standards of dress, students will be free from distraction and able to focus on their education.

### **General:**

1. Clothing that advertises alcohol, tobacco, or other inappropriate or suggestive ideas are prohibited.
2. Torn and frayed clothing are not permitted. Holes in jeans allowing skin to show through are prohibited.
3. Undergarments should not be visible.
4. Pierced jewelry should be limited to ears and nose studs.
5. Hair should be neatly groomed and natural color.
6. Shorts, pants, and sweats may not have writing across the rear end of the garment.
7. Hats may not be worn inside the school building.
8. All shorts must extend to end of fingertips or below, including shorts worn for P.E.

### **Gentlemen:**

1. Baggy style pants and shorts that hang loosely on hips showing boxers may not be worn at school.
2. Facial hair should be neatly groomed and natural color.
3. No tanktops or sleeveless shirts.

### **Ladies:**

1. Shorts (including PE shorts), skirts, dresses should be modest in length, defined as extending to the fingertips or below.
2. No off the shoulder tops are permitted without a 2” strap underlayer.
3. Sports bras are considered undergarments and should not be visible (including athletics).
4. Leggings and yoga pants MUST be worn with tops that cover the rear end, defined as extending to the end of the thumbs or below.

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

**Chapel Dress/Field Trip Dress** – Every Thursday is chapel and all students are required to wear chapel dress,

ALL PreK - 12th grade students are required to wear:

1. A collared shirt (long or short sleeved)
2. No athletic shorts
3. All jeans are allowed, as long as they are in good repair.
4. On field trips unless otherwise noted by their teacher (hiking trips, etc).
5. Students may not wear a jacket or hoodie over their chapel dress, unless authorized by a DCS staff member.
6. 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.
7. This is a minimum standard for dress, of course, dressing nicer than what is listed above (e.g. girls wearing dresses) is allowed.

**Dress Code Violations** – All dress code violations will be addressed by a staff member in a timely manner. The first violation will result in a Behavior Notice; all following violations will result in detentions. Students may be asked to call home for a change of clothing.

### **Playground Guidelines**

1. HAVE FUN!!
2. Tackle/wrestle games are not permitted.
3. Throwing snowballs is not permitted.
4. All snacks and lunches must be finished inside the building prior to going to the playground.
5. No lacrosse balls, baseballs and golf balls are permitted on the playground.
6. No baseball bats or lacrosse sticks are permitted.
7. Skateboards and Rollerblades may not be used on school grounds without staff permission.

### **After School**

1. Students may not play on school grounds after school unless supervised by a parent.
2. Students are not allowed on the pre-school playground.
3. After 3:50 pm, students who have not been picked up will be delivered to the After Care program. A fee will be assessed for this service.

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

1. Students are expected to refrain from running, be polite and respectful and are asked to use quiet voices.
2. Students may use the school phones with permission from a staff member.
3. Students are not permitted in teacher work areas (i.e. copy room, workrooms, kitchen, teacher's lounge).
4. All students that are in the hallways **must have permission from a DCS staff member.**
5. Heely's may not be used on school grounds without staff permission.
6. Students may not eat or drink during class **without** permission from the teacher.
7. All students must eat their lunch in the WT Cafe. No food or drink can leave the WT Cafe after lunch.
8. During breaks, middle school and high school students can purchase snacks and drinks from the Coffee Exchange in the atrium; however, it is expected that food and drink is consumed in the atrium or outside.

### **Library**

1. Students are expected to respect the Library by sitting properly at the tables and handling books with care.
2. Students are expected to use place holders to help them properly replace books they read but do not check out.
3. Students are expected to use quiet voices at all times.
4. No food, drink (except water) or gum is allowed in the libraries at any time.
5. All students are welcome to borrow resources from the Denver Christian Schools Library.

6. **Late Fees/Lost or Damaged Book Fees:** All materials borrowed 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.
  - a. 6th - 12th grade students whose item(s) are overdue will be charged \$.25 for each overdue item per school day.
  - b. High school fees must be paid prior to taking term exams.
  - c. Should a student lose a book or return it in a condition where it is damaged beyond repair, the student will be charged the publisher's cost of the book and a \$5 reprocessing fee.
  - d. All library fees must be paid by the end of each term; if library fees are not paid, report cards will be withheld.
7. **Macbook Airls:** Students are expected to check out the Macbook Airls with the 6th - 12th grade librarian prior to use. If the librarian is not present, you may not check out a Macbook Air without classroom teacher permission. **The computers may not leave the 6th - 12th grade library at any time.**

## Harassment

1. Harassment is covered under the school discipline policy.
2. All students have the right to attend school in a safe and secure environment.
3. Harassment/bullying is commonly defined as intentional, repeated, hurtful acts such as name calling, threatening, and/or shunning of one student by another.
4. Students are encouraged to report this type of behavior to their classroom teacher and/or parent(s) who should then inform a school administrator of the situation.
5. The primary goal of the school is to prevent a re-occurrence and to promote reconciliation and restoration between the parties involved.
6. In all cases of harassment, parents will be notified in a timely manner.
7. Denver Christian Schools utilizes the **Safe To Tell** program through the Colorado State Patrol.
  - a. This program is designed to help YOU anonymously report any threatening behavior that endangers you, your friends, your family, your school or your community.
  - b. Telling is when you need to keep yourself or someone you know safe from threats, harmful behaviors or dangerous situations.
  - c. To submit a tip: <http://safe2tell.org/>
8. False Reporting -- Any unfounded harassment complaint will follow the same discipline steps as a harassment violation.
9. 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.
10. Social Media -- social media activity (including posts, likes, shares, follows, tweet, retweets, etc) are public statements that directly reflect your character and beliefs. As a member of the Denver Christian community, student activity on social media also reflect on the school. Students should be respectful and thoughtful before engaging in social media, being mindful of a Christian perspective and the school's commitment to a biblical worldview, showing respect and dignity for all people.



You are responsible for any activity on your social media accounts. Any social media activity during the school day may be subject to school oversight and discipline policies as outlined in this handbook.

### Use good judgment

- We expect good judgment in all situations. Behave in a way that will make you and others proud and reflect well on the school.
- Regardless of your privacy settings, assume that all of the information you have shared on your social network is public information.
- Always treat others in a respectful, positive, and considerate manner.

### Cell Phones/iPods/Tablets/Personal Electronic Devices

Technology can be a wonderful tool for learning, and cell phones and other electronic devices are an integral part of 21st century learning. In order to maintain a positive learning environment with technology, the guidelines below must be followed. We filter questionable content through our Barracuda filter on our wireless network; 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 I am expected to follow offline. Be courteous, respectful and bring honor and glory to God.

1. Students may bring a personally owned electronic device (iPad, smart phone, tablet, etc.) to school where they will be utilized for educational purposes in the classroom at the discretion of the teacher or other school personnel.
2. Families should clearly label all devices with the students' names. Families should also set a password or passcode to secure entry into each device. This password/passcode **is not to be shared** with other students.
3. While on school property, students are expected to connect to the filtered DCS wifi.
4. Students are responsible for any and all content on, sent or posted from their personal devices.
5. Denver Christian Schools subscribes to Gaggle Safety Management that monitors all DCS's Google apps content, including email, documents, calendar and more.
  - a. **What does Gaggle Safety Management do?**
    - i. Improves the safety and security of students—both online and in the real world—by having a trained team monitor student content 24/7.
    - ii. Detects issues early, alerting DCS officials at any hour if a threat is imminent, allowing educators and parents to intervene positively.
    - iii. Contacts local law enforcement if the situation is dangerous and all school district contacts are unreachable.
    - iv. Allows DCS administrators and law enforcement to review communications that could threaten student health, safety or well-being.
6. Students may **not** use any technology to harass, threaten, demean, humiliate, intimidate, embarrass or annoy fellow students or others in their community. This unacceptable student behavior, known as cyberbullying, will not be tolerated and will be subject to disciplinary action according to student discipline policies.
7. Students are to keep their devices secure at all times and not share or loan them to others.
8. The Teacher in the classroom is the final say on procedures in the classroom. Access is only available, not guaranteed for each classroom situation and technology in school is a revocable privilege and not a right.

9. Denver Christian Schools 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 in Student Code of Conduct.
10. Parents, please make every effort to refrain from texting/calling your child(ren) during school hours. This is a disruption to the learning environment.

### **School Phone Use Policy**

1. Students may use a school phone to call parents in case of an emergency.
2. Except in emergencies, classes will not be interrupted for students to receive phone calls.
3. 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.
4. If they do not reach parents, they are instructed to leave a detailed message. We ask that parents return the missed call to the school (303.733.2421) and not to the student's cell phone.
5. Students may not call parents for homework, lunch, or to make before/after school arrangements unless authorized by a teacher.
6. ALL sick calls must be placed through the office or via a teacher.

### **Cheating and Plagiarism**

Denver Christian Schools values honesty and integrity in student work. As a Christian community, we will 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 consequences.

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

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

### **DCS is a Tobacco, Alcohol and Drug FREE campus**

We reserve the right to search at anytime all vehicles, lockers, backpacks, purses, duffel bags and persons for tobacco, alcohol, 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, alcohol, and drugs at school or at any school events is strictly prohibited; violation of this policy will include immediate, indefinite suspension and may include involvement with local law enforcement agencies.

### **Video Surveillance**

For safety reasons, some areas of the building or 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 DCS 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.

Failure to follow these regulations will cause the following penalties:

Parking Violations - Not properly displaying a parking sticker or not parking within the marked spaces:

- \$5 fine
- Subsequent violations: fines will double, i.e \$10 fine per subsequent violation

### **Reckless Driving**

The posted speed limit in and around the parking lots (which include the entrance and exits) is 17 MPH. Driving above this speed limit is considered “reckless” while on campus. This would be driving in a careless manner through the parking lots that demonstrates a willful disregard for the safety of others. (This includes actions like swerving between cars while speeding through the lot, dangerous passing, etc.)

- 1st offense - \$25 fine and Lunch Restriction
- 2nd offense - \$50 fine and 2 Lunch Restrictions
- 3rd offense - \$100 fine and 3 Lunch Restrictions, along with an indefinite 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 the students 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**

Rules for each bus rider:

1. Occupy the seat assigned (if applicable) by the driver and refrain at all times from moving around while the bus is in motion.
2. Obey the driver cheerfully and report promptly to the school official if instructed.
3. Be prompt morning and evening so that schedules can be maintained.
4. Stay off the roadway at all times while waiting for the bus.
5. Leave the bus only at the consent of the driver and after the bus has completely stopped.

6. Keep body inside the bus at all times.
7. Inform the driver if the student expects to be absent from school.
8. Help keep the bus clean, sanitary, and orderly.
9. Denver Christian Schools is responsible for the rider when they have boarded the bus.

### **Middle School (6th - 8th grade) Caught-Ya Cards**

In order to recognize positive behavior, every middle school student will receive a Caught-Ya Card at the beginning of the school year.

1. The card will have 7 punches and the 8<sup>th</sup> punch will be labeled “reward”.
2. When a student is caught “going above and beyond” the call of duty, that student will get a punch.
3. Students will receive a reward and then get a new Caught-Ya Card to fill up again!

### **Denver Christian 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. We do this through the help of volunteers who work on events throughout the year. Some events include: Teacher Appreciation Week, Daddy Daughter Dance, Bowl-a-Rama With Your Mama, Fall Festival and much more. DCPA meets on the first Friday of every month at 8:30 a.m. and all parents are welcome!

- Volunteers play a very important role at Denver Christian Schools.
- At the beginning of the school year, parents have the opportunity to sign up for the various ways in which they can help.
- Volunteers must sign in at the front desk and wear a name tag when volunteering at school.

### **Communication**

**Denver Christian Schools Newsletter:** emailed every Wednesday.

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

1. Website: <http://community.denverchristian.org/>
2. School Facebook: [Facebook.com/DenverChristianSchools](https://www.facebook.com/DenverChristianSchools)
3. Alumni Facebook: [facebook.com/DenverChristianSchoolsAlumni](https://www.facebook.com/DenverChristianSchoolsAlumni)
4. School Twitter: [twitter.com/dc\\_schools](https://twitter.com/dc_schools)
5. Student Life Twitter (primarily for students): [twitter.com/lifeatdcs](https://twitter.com/lifeatdcs)
6. Social Media Hashtag: [#wearedcs](https://twitter.com/hashtag/wearedcs)
7. Instagram: [http://instagram.com/denverchristian](https://www.instagram.com/denverchristian)
8. RenWeb: Parent Information System, <https://dc-co.client.renweb.com/pw/>

### **Parent/Teacher Communication**

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

4. 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. **Every effort will be made to contact you within 24 hours of your call or email** (weekends not included).

### **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 at school, the appropriate channels to follow are outlined below:**

1. Parents should first attempt to connect with the staff member involved.
2. Explain your concern, listen objectively without judgment, and strive to come to a resolution together.
3. If you feel resolution has not been achieved or is not possible, please contact your grade level principal.
4. The principal will then set up a meeting with you and the staff member involved to listen, clarify policy, and attempt to achieve resolution.
5. Should resolution still not be reached to your satisfaction, the principal will bring the matter to the Education Team.

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

#### **Participation**

We encourage all middle 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.

The sports offered at the middle school are

1. Boys – Interscholastic competition in cross country, soccer, track, and basketball.
2. Girls – Interscholastic competition in cross country, volleyball, basketball, track, and soccer.

Each student is charged a participation fee per sport to help cover the costs of this program. However, in order to encourage participation, there is a multi-sport discount.

**\$100 first sport, \$50 all subsequent sports.**

#### **Eligibility**

1. Extracurricular activities add to the regular school day and responsibilities in that we become traveling ambassadors, visiting other schools and facilities. The time that practice and games add to the regular school day may affect academic performance in the classroom. If teachers feel that a student's performance in class is being negatively affected by the added stress of extracurricular activities they are obligated to act accordingly.

2. To assure that student athletes are performing their best, our athletes are evaluated by their teachers in the following categories each week: effort, behavior, academics
3. While two of the three involve subjective judgment, academics means C or better. A minus (-) in any category indicates a deficiency. A total of three deficiencies from at least two teachers in a week will make a student ineligible for the next game. Parents will be notified via email what areas the student received minuses in. Our athletic director will be responsible for making the results of the evaluation sheets known to the athletes. Should a “minus” appear on the evaluation, the athlete is encouraged to talk to the teachers involved to see what requirement must be met. Should an athlete become ineligible a second time during the season, he or she may be removed from the team for the remainder of the season.
4. The Denver Christian Schools’ discipline policy will be followed for athletics.

### Selecting Teams

1. 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.
2. 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.

### Attendance

1. Participation in athletics requires that students attend classes daily in order to maintain eligibility.
2. **Any athlete absent from classes for more than a half day because of injury or illness may not participate in practice or contest on that day.**
3. Absence from class for any other reason (scheduled appt., etc.) must be prearranged and approved by the athletic director prior to participation.

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

The sports that our students can participate in at the high school level are the following:

Fall -- boys golf, boys soccer, girls volleyball, girls cheer, and boys/girls cross country

Winter -- boys basketball, girls basketball, girls cheer, boys/girls advanced training

Spring -- boys baseball, girls soccer, boys/girls track & field

Each student is charged an athletic fee to help cover the costs of this program. It is designed to encourage multiple sport participation. The first sport fee is \$250, the second sport fee is \$200, the third sport fee is \$150.

The athletic department has its own handbook that is reviewed each year with parents and athletes. [include link to document] If you have questions, please contact our athletic director, Barb Landhuis.

## **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, faculty, 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, faculty 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 parent/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 Parent/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.

Rich Schemper, Elementary Principal

Tyler Amidon, Middle School Principal

Steve Kortenhoeven, High School Principal



# DENVER CHRISTIAN SCHOOLS

*Inspired Equipped Engaged*

**Affirmation of Reading the 2015 - 2016 Denver Christian Schools Parent & Student Handbook**

Please read this handbook, sign this page, and return to **YOUR HOMEROOM TEACHER** by September 1, 2015.

*My child and I have read and discussed the 2015 - 2016 Denver Christian Schools Student & Parent Handbook and understand its contents. It is our intention to support the school and its policies outlined therein.*

\_\_\_\_\_  
Print **Parent's** Name

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

\_\_\_\_\_  
**Parent** Signature

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

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date