



**Dupont Park  
Adventist School**

**Student/Family  
HANDBOOK  
2023-2024**



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Accredited By  
North American Division of Seventh-day Adventists  
Middle States Association of Colleges and Schools  
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# SCHOOL INFORMATION



## SCHOOL HOURS

### **CLASSES BEGIN**

- Monday – Friday 8:00 a.m.

### **DISMISSAL**

- Monday – Thursday 3:15 p.m.
- Friday 1:00 p.m.

### **BEFORE CARE**

- Monday – Friday 7:00 a.m.– 7:45 a.m.

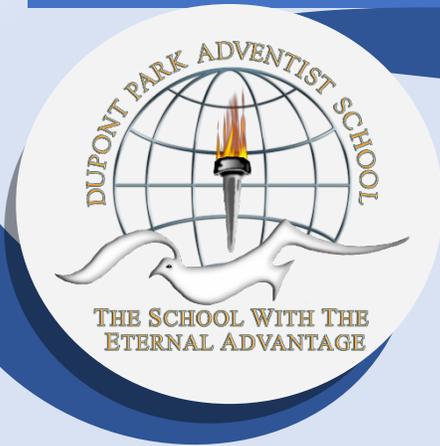
### **AFTER CARE**

- Monday – Thursday 3:25 p.m.– 6:00 p.m.
- Friday 1:15 p.m.– 4:00 p.m.

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**\*\*Late Fee for After Care: \$2.00 per minute paid at pickup**  
**\*\*No After Care when there is “Early Dismissal”**

# WELCOME



Dear Students and Families,

We are excited about what Dupont Park Adventist School will offer our scholars and their families. The 2023-2024 school year will provide our students with a Christian education that is second to none. Our students will engage in a challenging and rigorous academic program while meeting the needs of each student. We strive to ensure that all students become critical thinkers, active problem-solvers, and citizens who lead by serving. Our ultimate goal is to prepare our students for this world and the world to come.

We look forward to working with our students, parents, and stakeholders to provide a high-quality Christian education for all. Please visit our website often to stay abreast of calendar/curriculum updates, handbook and other information as we prepare for the 2023-2024 school year!

In HIS Service,  
Dupont Park Adventist School Administration

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**OUR MISSION:** We commit ourselves to excellence in preparing our students for service to God's church, country, and community, and above all eternity.

**OUR VISION:** The vision of Dupont Park Adventist School is to graduate independent thinkers, who take the lead academically, socially, and spiritually.

# PHILOSOPHY

The Dupont Park Adventist School is an evangelistic unit of the Dupont Park Seventh-day Adventist Church. Our purpose is to provide affordable, quality Christian education for students from Pre-Kindergarten through Grade 8. We prescribe to the fundamental Seventh-day Adventist principles of education and believe that the God-inspired educational curriculum implemented educates the whole child-spiritually, physically, mentally, and socially.

Ultimately our aim is to prepare our young people to be productive citizens and effective leaders in this world, destined for the world to come. The Seventh-day Adventist Church recognizes God as the ultimate source of existence and truth. In the beginning, God created in His image a perfect humanity, a perfection later marred by sin. Through Christ and His Spirit, God determined to restore humanity from its lost state. Through the Bible, He has revealed His will to the world, a revelation that superseded human reason. Through His Church on earth, He seeks the lost of His kingdom.

The basic tenets of the Seventh-day Adventist Church, as well as the inspired writings of Ellen White, are directed toward God's restorative plan for fallen humanity. The Church conducts its own system of education to engender belief in these tenets, within the context of one's personal relationship with Jesus Christ, and to foster a desire to share that relationship with others.

Made in God's image, every human being, although fallen, is endowed with attributes akin to those of the Creator. Therefore, Adventist education seeks to nurture thinkers rather than mere reflectors of others' thoughts; loving service rather than selfish ambition; maximum development of one's potential; and an appreciation for all that is beautiful, true, and good.

An education of this kind imparts far more than academic knowledge. It is a balanced development of the whole person. Its time dimensions span eternity. In Adventist education, homes, schools, and churches cooperate together with divine agencies in preparing learners for citizenship here on this earth and in the New Earth to come.

# CORE VALUES

## CORE VALUES FOR THIS SCHOOL

The following goal statements have been established to support the core values of the *Dupont Park Adventist School*:

- Prepare students for service to God and our communities;
- Promote a learning conducive environment that fosters healthy living, positive character development and intellectual curiosity;
- Provide a quality, rigorous and 21st Century curriculum; and
- Partner with all stakeholders

## SCHOOL-WIDE GOALS

The following goal statements have been established to support the unique philosophy of Seventh-day Adventist education. Each student will:

1. Surrender one's whole life to God through conversion: use the Bible as a basis for a relationship with Jesus Christ and a guide in all areas of life.
2. Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.
3. Develop a sense of self-worth, along with skills in interpersonal relationships needed for meeting the responsibilities of family membership and respond to the needs of others.
4. Develop an understanding of multi-cultural diversity and historical heritage, and a working knowledge of governmental processes, while affirming a belief in the dignity and worth of others and a responsibility for local, national, and global environments.
5. Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
6. Adopt a systematic, logical approach to decision-making and problem-solving based on a body of scientific, mathematical and historical knowledge, within the context of a biblical perspective.
7. Acquire optimum competency in verbal and nonverbal communication, in the use of information technology, and in effective communication of one's faith.
8. Function responsibly in the everyday world, using Christian principles of stewardship, economy, and personal management.
9. Develop an appreciation of the beautiful, both in God's creation and in human expression, while nurturing individual ability in fine arts.
10. Develop a strong work ethic and an appreciation of the dignity of service, along with an awareness of career options.

(Adapted from Focus on Adventist Curriculum for the Twenty-first Century, commonly referred to as the FACT-21 document, 1997.)

# ALLEGHENY EAST CONFERENCE STUDENT CREED

Higher than the highest human thought can reach is God's ideal for his children. Godliness-godlikeness is the goal to be reached. Before me there is opened a path of continual progress. I have an object to achieve, a standard to attain, that includes everything good, and pure, and noble (*Education*, p. 18)

I am created in the image of God and I am endowed with power akin to that of the Creator - individuality. power to think and to do. I will develop my power to think and not be a mere reflector of other men's thoughts. (*Education*, p.17)

I must face the practical realities of life. Its opportunities, its responsibilities, its defeats, and its successes. How I meet these experiences, whether I become master, or victim of circumstance depends largely upon my preparation to cope - my education. (*Education, Forward*)

**I will use my time wisely!**

**I will learn something new today!**

**I will be successful today!**

**I will have no other gods before Thee**

**I will not make unto Thee any graven images nor bow down myself to serve them**

**I will not take the name of the Lord (my God) in vain**

**I will remember the Sabbath Day to keep it holy**

**I will honor my father and my mother**

**I will not kill**

**I will not commit adultery**

**I will not steal**

**I will not bear false witness against my neighbor**

**I will not covet anything that is my neighbor's**

The greatest want of the world is the want of men: men who do not fear to call sin by its right name, men whose conscience is as true to duty as the needle of the pole, men who will stand for the right though the heavens fall. But such a character is not the result of accident: it is not due to special favors or endowments of Providence. A noble character is the result of self-discipline, of the subjection of the lower to the higher nature, the surrender of self for the service of love to God and man. (*Education*, p. 57)

Church school serves as a barrier against widespread corruption, provides for mental and spiritual welfare, and promotes prosperity of the nation by furnishing it with men qualified to act in the fear and admonition of God as leaders. (*Education* p. 278)

My happiness for this life and for the future immortal life lies with me. I will not be content with dull thoughts, an indolent mind, or a loose memory. I will seek higher attainments. (*Education*, p. 278)

Christ will be the center of my life and I will be a servant of God and a friend to man. This is my time, my place, and my opportunity. I accept the challenge to be all I can be.

# STUDENT CODE OF CONDUCT

While attending school during regular hours or during school-sponsored activities, students are expected to follow these basic rules, procedures, and expectations:

- To read and become familiar with this policy
- Help to create and maintain a safe and orderly school environment that is conducive to teaching and learning.
- Know and obey all school, community and district rules and regulations.
- To attend school daily, on time and ready to learn.
- Present the school with a parent/guardian note for absences.
- To prepare for class, and complete class and homework assignments to the best of their ability.
- Work to achieve potential in all academic and extracurricular activities.
- Dress in accordance with the dress code for school and school functions.
- Accept responsibility for their actions.
- Maintain appropriate conduct and uphold the highest standards of conduct, demeanor, and sportsmanship.
- Reflect respect and consideration for the personal and property rights of others and understand the need for cooperation with all members of the school community.
- Bring to school only those items and materials which are approved and appropriate for the instructional program.
- To treat everyone in the school community with respect.
- Do not become a distraction for others. Give every other student the opportunity to maximize their potential. Encourage fellow students. Never tear them down.

# ADMISSIONS

## ***Non-Discriminatory Statement***

*Dupont Park Adventist School admits students of any race, color, ethnic background, country of origin or gender and makes no discrimination on the basis of race, color, ethnic background, country of origin or gender in administration of education policies, application for admission, scholarship programs, and athletic or extracurricular programs.*

## **WHO MAY ATTEND**

Dupont Park Adventist School's express purpose for operation is to provide young people the opportunity for a Christian education. Admission to the school is not necessarily limited to those of the Seventh-day Adventist faith. Others who have the desire for a Christ-centered educational emphasis may apply.

All students who present themselves for admission to the school agree to uphold the Christian principles on which the school is founded and abide by its regulations.

It is the policy of the Seventh-day Adventist Church in all of its schools to admit students of any race to all the rights, privileges, programs, and activities made available in the school program.

## **ENTRANCE REQUIREMENT**

- **Pre-Kindergarten:** The student must be 3 years old by September 30<sup>th</sup> and potty-trained. The parent or guardian must provide the student's birth certificate at Registration. Before admittance to class, an immunization record, signed financial agreement and physical examination are required.
- **Kindergarten:** The student must be 5 years old by September 30<sup>th</sup>. At registration, the parent/guardian must provide the student's birth certificate. Before admittance to class, an immunization record, signed financial agreement record and physical examination are required.
- **Grades 1 through 8:** The student entering the first grade must be 6 years old by September 30<sup>th</sup>. At registration, the parent or guardian must provide the student's birth certificate. Before admittance to class a signed financial agreement, an immunization record and physical examination are required, and materials outlined in the admission policy.

## **ADMISSIONS PROCEDURES**

1. Complete application online.
2. Set up an appointment for student(s) to be tested and interviewed.
3. Provide additional documents and supporting information:
  - Two Recommendations (Teachers and/or Principal – 1<sup>st</sup> to 5<sup>th</sup> grade; Math and English teachers – 6<sup>th</sup> to 8<sup>th</sup> grades)
  - Copy of Last Official Report Card
  - Signed Transfer of Records Request
  - Birth Certificate
  - Standardized Assessment Scores
  - IEPs (if applicable)
  - Medical Records
  - Immunization Records (PreK - Grade 1 and All New Students)
  - Signed Financial Agreement
  - Physical Examination by the End of September (Students entering Pre-K, Kindergarten, Grade 1, Grades 4 & 7)
4. Child's records and/or pertinent information will be reviewed by the Principal and/or Admissions Committee. All students including returning students will start on a probationary period for the first quarter upon acceptance.
5. A letter will be mailed regarding acceptance decision.

## **TRANSFERRING STUDENTS IN**

Transfer students from another school will need to submit an official cumulative academic record from the previous school along with the information listed above.

## **TRANSFERRING STUDENTS OUT**

Parents are to submit to the school office:

- Completed and signed Withdrawal Form, and
  - A written Transfer Request Form from the school to which the child will be transferred
- Allow three business days for the documents to be compiled.

## **INTERVIEW**

An interview with the student and parent by the administration team is required. During the interview, the committee may administer a screening exam and/or review previous standardized achievement test scores, letters of recommendation, former educational evaluations, report cards, progress reports, attendance records, and any other reports pertaining to the student's academic profile.

## **NEW STUDENT TESTING**

All new students will be assessed and must show readiness appropriate to the grade for which they are applying.

## **PROVISIONAL ACCEPTANCE**

All students may be provisionally accepted for one semester. The main focus during this period will be an assessment of the student's academic progress, attendance, and general conduct. Students demonstrating satisfactory progress in each of these areas will have a status change to regular.

**SPECIAL NEEDS STUDENTS**

DPAS provides various resources to students requiring a slightly modified instructional program. (The student may be evaluated prior to acceptance to determine the level of a student's specialized needs). The administration and instructional team will review a student's documented special needs in order to determine if DPAS can provide sufficient implementation of accommodations and modifications necessary to meet the student's unique educational needs. If after enrollment, a student is identified as having special educational needs, DPAS will determine whether it is an appropriate educational setting for the student, including whether the student will remain enrolled at DPAS.

**STUDENT RETENTION**

Parents will be notified shortly after March 15th if retention has been requested for their child. Failure of two or more core subjects (final grade of F) will result in a retention recommendation and will jeopardize the student's ability to participate in graduation exercises. Core subjects include the following: Reading, Language Arts, Mathematics, Science, Social Studies, and Bible.

# FINANCIAL INFORMATION

## 2023-2024 Financial Information Dupont Park Adventist School

New Student Application Fee ( <i>Non-refundable</i> )		\$70.00	
<b>Registration Fees</b>			
PreK3 & 4		\$280.00	
Grades K - 8		\$330.00	
<b>Tuition</b>			
<b>Grades</b>	<b>Adventist</b>	<b>Non-Adventist</b>	
<b>PreK3 &amp; 4*</b>	\$7,299.00	\$8,707.00	
PreK3 & 4 Discount 2nd Child	\$7,116.00	\$8,489.00	
PreK3 & 4 Discount 3rd Child	\$6,934.00	\$8,271.00	
PreK3 & 4 Discount 4th Child	\$6,751.00	\$8,054.00	
<b>K5 - 3<sup>rd</sup> Grade</b>	\$6,881.00	\$8,763.00	
K5 - 3 <sup>rd</sup> Grade Discount 2 <sup>nd</sup> Child	\$6,709.00	\$8,544.00	
K5 - 3 <sup>rd</sup> Grade Discount 3 <sup>rd</sup> Child	\$6,537.00	\$8,325.00	
K5 - 3 <sup>rd</sup> Grade Discount 4 <sup>th</sup> Child	\$6,365.00	\$8,106.00	
<b>4<sup>th</sup> - 5<sup>th</sup> Grade</b>	\$7,015.00	\$8,903.00	
4 <sup>th</sup> - 5 <sup>th</sup> Grade Discount 2 <sup>nd</sup> Child	\$6,840.00	\$8,680.00	
4 <sup>th</sup> - 5 <sup>th</sup> Grade Discount 3 <sup>rd</sup> Child	\$6,664.00	\$8,458.00	
4 <sup>th</sup> - 5 <sup>th</sup> Grade Discount 4 <sup>th</sup> Child	\$6,489.00	\$8,235.00	
<b>6<sup>th</sup> - 8<sup>th</sup> Grade</b>	\$7,154.00	\$9,021.00	
6 <sup>th</sup> - 8 <sup>th</sup> Grade Discount 2 <sup>nd</sup> Child	\$6,975.00	\$8,795.00	
6 <sup>th</sup> - 8 <sup>th</sup> Grade Discount 3 <sup>rd</sup> Child	\$6,797.00	\$8,570.00	
6 <sup>th</sup> - 8 <sup>th</sup> Grade Discount 4 <sup>th</sup> Child	\$6,618.00	\$8,344.00	
<b>Consumable Book Fees</b>			
	PreK3 & 4	\$100	
	K5 - 3rd Grade	\$150	
	4th - 5th Grades	\$170	
	6th - 8th Grades	\$200	
<b>*Augmentative Learning and Support Fee: \$350</b>			
<i>(Includes software, administrative support, upgrading, licensing, and monitoring)</i>			
<i>*This does not include replacement of equipment.</i>			
<b>Before and Aftercare Program</b>			
	<b>One Child</b>	<b>Two Children</b>	<b>Three Children</b>
Aftercare	\$1,500.00	+\$200.00	+\$200.00
Before Care	\$ 700.00	+\$300.00	+\$250.00
Aftercare and Before Care	\$1,800.00	+\$200.00	+\$200.00
<b>Additional Fees</b>			
FACTS Fee	\$ 75.00	Uniform Card	\$300.00
K5 Promotion	\$100.00	8 <sup>th</sup> Grade Promotion	\$175.00
Outdoor School Grades 6-8 Only	\$150.00	NJHS (if selected)	\$ 75.00

# PAYMENT SCHEDULE

**Registration:** To ensure enrollment for the 2023-2024 school year, registration must be completed by August 11, 2023. Late registration fee begins on August 12, 2023. Students are accepted on a space-available basis.

**Late Fee:** After August 11, 2023, a \$25.00 per child late registration fee will be imposed.

## PAYMENT SCHEDULE

- ❖ 5% (five) percent of the annual tuition and all fees are due by August 11, 2023.
- ❖ The balance of tuition care may be paid with one of the following options:
  - ❖ Annually – a 7% discount on tuition only will be credited if paid on or before August 11, 2023.
  - ❖ Semester – a 2.5% discount on tuition only will be given for the first semester if paid at registration on or before August 11, 2023, and for the second semester if paid on or before the 1<sup>st</sup> day of return from Winter Break. Second semester is considered delinquent if not paid within thirty days from the day of return from Winter Break.
- ❖ SMART Tuition – ALL STUDENT ACCOUNTS will be processed through SMART Tuition. There are various options for payments with SMART Tuition: (1) automatic payments can be made from bank accounts: 9 payments, September 5<sup>th</sup> through May 5<sup>th</sup>, September 20<sup>th</sup> through May 20<sup>th</sup>, or September 30<sup>th</sup> through May 30<sup>th</sup>. (Special arrangements will be made for those registering less than 3 weeks before the SMART Tuition payment is to be withdrawn.); (2) invoice payments can be made by the 20<sup>th</sup> of each month; with this option, invoices will be mailed with the 20<sup>th</sup> due date. Those who default or cancel SMART Tuition contracts may be assessed a fee.
- ❖ Delinquent Accounts – Accounts which are thirty (30) days past due are considered delinquent and students may be asked to temporarily withdraw from school. Students with delinquent accounts are subject to interruption of educational services; withholding of student report cards; withholding of student records; non- participation in the end-of-year graduation exercise.
- ❖ Students on Scholarship or Grant Programs – If for any reason the scholarship or grant discontinues or is withdrawn, the student's parent or guardian is responsible for payment of remaining tuition and fees. Failure to comply may result in an independent, formal collection process.
- ❖ Checks – No personal checks under any circumstances will be accepted.
- ❖ Discounts – The following tuition discounts are applied to families with more than one child enrolled: 2<sup>nd</sup> child – 5% off tuition, 3<sup>rd</sup> child – 10% off tuition, 4<sup>th</sup> child or more – 15% off tuition.
- ❖ Refunds - If a student withdraws from school on or before the 15<sup>th</sup> of the month, 50% of the tuition charge for that month will be refunded. If a student withdraws from school after the 15<sup>th</sup> of the month, no refund will be made. Fees are non-refundable.

# ACCIDENTS AND ILLNESSES

If a student is ill or hurt at school, the teacher or supervising adult will send or escort them to the school office. Parents will be contacted whenever a student is seen in the office. Accident reports will be generated for every student visit and will be provided to the parent/guardian.

In reference to accidents, each enrolled student is covered by Accident Insurance while on the school grounds or at school activities. Policy details are available in the office. Parents may pick up a claim form and submit it through the office along with a statement of any pertinent charges when their student is hurt or injured at school.

Students should not be sent to school when they are sick/ill. Parents will be contacted to arrange immediate pick up of any sick child. Students should remain at home where they can rest comfortably and have the individual care that they require. If the student has a fever, cough, stomach upset, or pain, the student should stay home. Students may return once they provide a negative PCR test taken within 72 hours of return.

## **MEDICATION ADMINISTRATION**

Medication will not be dispensed at school under any circumstances. Teachers or staff Will Not be permitted to dispense medication including over the counter medication. Medication can only be dispensed by the student with the parent's written consent (i.e. inhaler, nebulizer, Epi-Pen).

## **HEALTH POLICY**

School policy requires that all new students and Pre-K, Kindergarten, grade 1, Grades 4 & 7 must have had a physical examination by their physician or have arranged for one to be completed by October 1st. Verification of this should be presented at registration. Parents will also be asked to sign a notarized medical release. This will authorize school officials to obtain emergency medical treatment, should it be necessary.

# ATTENDANCE AND PUNCTUALITY

## GENERAL GUIDELINES

It is necessary that all students arrive to school by 8:00 AM. Regular school attendance is vital to academic success. Being on time reflects on the student, the family, and the school as a whole. When students are absent, they miss valuable information and lessons necessary to meet world class standards. Therefore, parents and students are expected and encouraged to maintain regular attendance and punctuality, unless unusual circumstances occur.

The school discourages the taking of extra days before or after a scheduled vacation and during anytime while the school is in session. This includes before and during examination periods. Make-up tests will be at the discretion of the teacher.

## ATTENDANCE

Students are required by law to attend school punctually and regularly. If your child will not be attending school, please complete the DPAS Attendance Form by 8:00 am of the morning of the absence and email the student's teacher.

- If a student becomes ill during the school day and must leave, the student must be picked up by a parent or responsible adult no later than one hour after the school calls and informs the parent/guardian that the student should be picked up.
- If a student has a dentist or doctor's appointment the parent must complete the DPAS Attendance Form by 8:00 am of the morning of the appointment. The student is responsible for any class work missed and for turning in all homework assignments.
- Students must be at school a minimum of 4 hours of classroom time to be counted as present for the day.

## SCHOOL HOURS

The school day begins at 8:00 AM and ends at 3:15 PM. Any student not picked up by 3:25 PM will be signed into aftercare. Students are dismissed at 1:00 PM on Friday and 12:30 PM on special days; example, Professional Development Wednesdays.

Students may not report to school before 7:00 AM since there will be no supervision provided until 7:00 AM. Any student arriving before 7:45 AM will be placed in Before Care and billed accordingly. After 8:05 AM students are considered tardy. Students are expected to remain in school until dismissal time.

## **ARRIVAL PROCEDURES**

From 7:45 AM to 8:00 AM, students will be dropped off in the breezeway and students will be escorted into the building. Parents will remain in their vehicle. For students arriving after 8:05 AM, parents must escort the student to the office. Tardy students will receive a late slip. See “Drop Off and Pick Up” section for further details.

## **ABSENCES**

All absences require completion of the DPAS Attendance Form on the morning of the absence citing the reason for the absence. Students who are not well enough to participate fully in all indoor and outdoor activities should be kept home until they are completely well.

Excused absences include:

- Illness or injury of the student (written verification is needed from doctor, dentist, or parent)
- Medical reasons such as a doctor/dentist appointment
- Death in the student's immediate family
- Severe weather conditions

Students are expected to complete all work missed during an excused absence. It is the student's responsibility to obtain his/her assignments and complete the work missed during an excused absence. The number of days allowed to make up missed assignments is equal to the number of days the student received an excused absence. In cases of extended illness for three days or more, assignments may be requested through the school office, or directly from the teacher(s). Please allow up to 48 hours for this material to be compiled.

## **UNEXCUSED ABSENCES**

Absence for any reason other than those listed above are unexcused. Going on a vacation is an unexcused absence. Truancy is a violation of State attendance laws.

## **EXCESSIVE ABSENCES**

Any student with excessive absences will be referred to the principal. Excessive absences may lead to consideration for retention, request to withdraw and/or referral to the Executive Committee for expulsion.

According to Washington, DC policy, students between 5 and 13 years old who have 10 or more unexcused absences within a school year will be referred to the Child and Family Services Agency (CFSA) for possible action.

## **TARDINESS**

After 8:05 am, students are considered tardy and must report to the office to receive a tardy pass from the Office. Students are not allowed into class without a tardy pass. Truancy from school may result in the student's name being submitted to the District of Columbia's truancy list.

### **EXCUSED TARDINESS**

Tardiness is excused for:

- Doctor's Appointment
- Court Appearance
- Vehicle problems

Completion of the DPAS Attendance Form within one (1) hour of late arrival is required for any tardiness.

### **UNEXCUSED TARDINESS**

Traffic, oversleeping and other excuses not determined acceptable by the administration are considered unexcused tardiness.

### **LEAVING SCHOOL**

After arriving on the school campus, a student is considered to be the responsibility of the school and is not to leave the campus without the consent of an administrator. A signed note from a parent or guardian must give the student permission before he/she can be authorized to leave the campus.

### **EARLY DEPARTURE**

Parents are urged to make appointments after school hours. Early departure should be for emergencies only. **Early departures are not to occur on a regular or daily basis.** Teachers should be notified beforehand. When picking up your child for a necessary appointment please come to the **main office** and sign the Early Dismissal Log. Students will be called to meet you. PreK-3/4 and Kindergarteners will be picked up by a staff member and brought to the main building. To avoid disruption at dismissal time, all early departures should occur before 2:30 PM Monday – Thursday, and before 12:15 PM on Friday.

### **EMERGENCY CLOSING/SNOW DAYS**

In the event of snow emergencies, Dupont Park Adventist School will follow the Prince George's County Public School policy for delayed openings, early closings, and school closings. Listen to your radio (WTOP, 1500 AM) and check the television stations (Channels 4, 5, 7, 8, & 9) for details. When Prince George's County Public Schools are closed for inclement weather, Dupont Park Adventist School will also close. There may be times when the Administration deems necessary to close school or dismiss early due to an unforeseen emergency. If the school must be closed due to other types of emergencies (e.g. a water main break, impending high winds, rain storms, etc.), we will contact parents through the FactsManagement Parent Alert system and/or the school's website to announce the closing.

# DROP OFF AND PICK UP

## KISS AND RIDE

**7:45 AM – 8:05 AM**

- **Grades 1 – 8**
  - Parents are to drop off their child(ren) in the front of the Alabama Avenue campus in the morning. Parents are to have their students exit the car near the student entrance and wait for the student to safely enter the breezeway. Parents must remain in their vehicle at all times.
- **Grades PreK3 thru Kindergarten**
  - Parents are to drop their children off at the front door of the Kindergarten Building. Parents will bring their student to the door and wait for students to enter the Kindergarten Building. Parents will not enter the building at any time.

**After 8:05 AM**

All students (PreK3 -8<sup>th</sup> grade) arriving after 8:05 AM, parents must escort the student to the office. Tardy students will receive a late slip.

## DISMISSAL

ALL students Pre-K through 8th grade will be dismissed at 3:15 PM Monday through Thursday; and 1:00 PM on Friday. No student will be permitted in the building and/or on the school campus unsupervised after dismissal. Every parent must complete and sign the After School Accountability Form at Registration. Any student in Grades PreK-8 who has not been picked up by 3:25 PM will be placed in the After Care program. Students who are not enrolled in After Care will be billed \$25.00 per occurrence.

## PROCEDURES

### **Grades K5 – 8**

At dismissal time, pickup persons will remain in their vehicles and pull up to the breezeway. Students will be called and escorted to their vehicles.

### **Grades PreK 3 and 4**

At dismissal time, pickup persons will come to the back entrance of the PreK building, ring the bell, and wait outside. Students will be escorted to their awaiting vehicle.

## SAFETY PATROL

Selected students will serve as the school's Safety Patrol Team to help direct students in an orderly arrival and dismissal process. To be eligible for safety patrol, students must meet certain criteria. Selections are made shortly after the start of the school year.

### **CAR SAFETY**

Please take your responsibility seriously. Arrive on time and require the use of seat belts for all students. The maximum safe speed in the school parking lot is 5 mph. **Please be considerate of other vehicles and cooperate with your Safety Patrol Team.**

### **TRANSPORTATION**

Parents/Guardians are responsible for their child's transportation.

# BEFORE AND AFTER SCHOOL CARE

## **BEFORE AND AFTER SCHOOL CARE**

Before Care hours are 7:00 AM - 7:45 AM. After Care hours are 3:25 PM - 6:00 PM Monday- Thursday and Friday aftercare services are from 1:15 PM - 4:00 PM.

## **FEEES**

All students in before and after care must be enrolled before attending. Payments are to be made in advance. In case of an emergency, students may be placed in before and/or after care at the following rates:

- Before care - \$15.00 to be paid at the time of use
- After care - \$25.00 to be paid at the time of use
- After care late fee - \$2.00 per minute

## **POLICIES AND PROCEDURES**

Before and After Care students must abide by all school rules. In addition, students must abide by the following:

- Be respectful to all before and after care personnel, other students and teachers.
- Follow all instructions the first time they are given.
- Remain in their assigned seat.
- Keep hands, feet, and inappropriate comments to yourself.
- Use respectful language and keep the volume of their voice at a respectable level.
- Complete all homework and bring a library book to read silently when work is completed.
- All before care students must be signed in by their parent/guardian.
- All after care students must be signed into aftercare by the after care provider and signed out by their parent/guardian.
- After care students must remain in after care until their parent/guardian picks them up.
- Repeated reprimanding may result in suspension or termination of involvement in the program.
- Students left unattended after school will be placed in aftercare at parent's expense.

**\*No After Care: When Dupont Park Adventist School is closed for inclement weather and on early closing days, there will be no after care provided.**

# DRESS CODE

As in all areas, it is our privilege to honor our Creator, especially in our dress. While we are concerned with the development of beautiful characters, we must also, in the external attire, desire neat, clean, and healthful clothing that is appropriate and becoming. Therefore, Dupont Park Adventist School employs a standard of dress through a uniform policy. The purpose of the uniform policy is to have ALL students in their class, dressed for success to receive their education.

There will be times when the students will be out of uniform, in which case, the students are still required to be modest in dress. By modest we mean, clothing that is neither too short (must pass the fingertip test), too tight, too large, too revealing, nor advertising inappropriate pictures or words. Only with the parent's cooperation and understanding can we continue to maintain our high standards, and entrust to see that their student wear clean, appropriate, and modest clothing at school and at all school functions.

## **UNIFORM REQUIREMENTS**

**ALL** students are required to wear the prescribed school uniform each school day. Middle school students (Grades 6-8) are required to wear blazers daily. Students not in complete uniform will be sent home.

Jewelry such as earrings, bracelets, or necklaces is not allowed in school or at school sponsored programs during or outside regular school hours. Any type of accessory to keep piercings open are not allowed. This includes flesh tone piercing retainers, spacers, plugs, tunnels, etc. Band aids are not to be worn to cover up earrings. Hair accessories such as beads (navy blue or black only) should be modest and are not to create a noise distraction. Only modest, nude-colored makeup and nail polish is allowed in school or at school sponsored programs during or outside regular school hours. Students must wear socks or stockings in school. No clothing or accessories are to be worn that would create a distraction to the learning environment. On out-of-uniform days, students will be sent home if their choice of clothing is deemed inappropriate.

The Uniform Policy will be strictly enforced.

# SCHOOL UNIFORMS

## Boys

### **(Grades PreK- 5th only)**

- Light Blue Oxford Shirt (No Polo Shirts)
- Navy Blue Tie
- Navy Blue Uniform Slacks
- Navy Blue Vest or Cardigan

### **(Grades 6-8 Only)**

- Light Blue Oxford Shirt (No Polo Shirts)
- Navy Blue and Gold Striped Tie (available at Risse Brothers Uniform Store Only)
- Navy Blue Blazer with School Emblem (available at Risse Brothers Uniform Store Only)

## **ALL**

- Black or Navy Blue Socks
- Black, or Navy Blue Belt
- Black or Navy Blue School Shoes
- **No Athletic Shoes are to be worn other than PE days**

## Girls

### **(Grades PreK- 5th Only)**

- Light Blue Blouse or Oxford Shirt (No Polo Shirts)
- Blue Plaid Jumper or Skirt (knee length or longer)
- Navy Blue Uniform Slacks
- Navy Blue Vest or Cardigan

### **(Grades 6-8 Only)**

- Light Blue Oxford Shirt (No Polo Shirts)
- Uniform Blue Plaid Skirt (knee length or longer)
- Heather Gray Uniform Slacks (available at Risse Brothers Uniform Store Only)
- Navy Blue Blazer with School Emblem (available at Risse Brothers Uniform Store Only)

## **ALL**

- Uniform Blue Plaid Cross Tie
- Navy Blue Socks, Opaque Black or Navy Blue Tights
- Black or Navy Blue School Shoes (No sandals)
- **Navy Blue or Black Hair Accessories ONLY**
- **No Athletic Shoes are to be worn other than PE days**

## **Physical Education Uniforms**

Students are expected to be in the prescribed P.E. uniforms with school logo during the physical education classes.

## **PE**

### **(Boys and Girls – Grades PreK – 8)**

- DPAS T-shirt, Sweatshirt, and Sweatpants with School Monogram
- DPAS Shorts (**Grades PreK – 3rd ONLY**)
- **Solid-colored** Black or White Tennis Shoes and Socks

**\*All students are expected to participate in physical education classes. No exemptions will be made without appropriate medical reports.**

# PHYSICAL SAFETY

## **CLOSED CAMPUS**

For security purposes and to ensure continuity of instruction and supervision Dupont Park Adventist School has a closed campus policy. Parents are not allowed in the classrooms or hallways. Parents may schedule a virtual conference with their child's teacher if they wish to speak to him/her.

## **SECURITY PROCEDURES**

Dupont Park Adventist School has restricted access to the school building for safety. The building is locked, and access is allowed by using the intercom system. Visitors will be asked to identify themselves and to sign in and get a visitor's badge. Visitors are not to go directly to the classrooms.

*Please note that security cameras are located throughout the building for the safety of students, faculty, staff, and visitors.*

## **Emergency Drills**

All schools practice safety drills to prepare for possible emergencies. Fire drills must be held randomly throughout the school year. These drills are important for the preservation of health and safety of our school family. Talk to your children about the importance of these drills and why it is necessary that we leave the school building quickly and orderly each time there is a fire drill. Non-compliance during a fire drill or any emergency situation will result in disciplinary action.

Fire alarms are not to be tampered with. Anyone who tampers with a fire alarm will be held responsible for the cost associated with a false alarm.

## **ACTIVE SHOOTER DRILL (A.L.I.C.E)**

ALICE is an acronym for Alert, Lockdown, Inform, Counter, Evacuate. It's not designed to be sequential but rather to be utilized dynamically in each unique situation. ALICE training addresses each component in detail. The ALICE Training Institute provides comprehensive, hands-on instruction on these components as well as access to tools and resources to aid in implementing and maintaining ALICE procedures. For additional information please visit:

[www.alicetraining.com/our-program/alice-training/](http://www.alicetraining.com/our-program/alice-training/)

## **WEAPONS**

Weapons of any kind are not permitted on the school premises. Weapons are defined as guns, knives, or any instrument that is or can be used in a threatening manner. Students who bring or threaten to bring a weapon to school will be recommended to the Executive Committee of the School Board for expulsion and suspended until the committee meeting is held.

Students researching weapons and/or bombs, and/or how to harm others or themselves will require an evaluation by a licensed psychologist. The parent/guardian must provide the school with the practitioner's written and signed clearance for

returning to school. Once received, the Principal and/or Executive Committee of the School Board will decide whether the student may return. The student will remain at home while waiting to be evaluated and for the decision on eligibility to return.

**EXPRESSED AND/OR IMPLIED HARM TO OTHERS OR SELF**

If a student expresses self-harm or harm to others, DPAS school policy requires that the student's parent/guardian be contacted to arrange immediate pick up of the student. The student must be evaluated by a licensed mental health practitioner. The parent/guardian is required to provide the practitioner with DPAS's reason for requesting the evaluation. The parent/guardian must provide the school with the practitioner's written and signed clearance for returning to school. Once received, the Principal and/or Executive Committee of the School Board will decide whether the student may return. The student will remain at home while waiting to be evaluated and for the decision on eligibility to return.

# INTERNET SAFETY

*GoGuardian* is a computer/internet monitoring software used by Dupont Park Adventist School. This software allows teachers to easily manage student's devices, better understand their students, and keep them safer online. GoGuardian has three modules: Parent, Teacher and Beacon.

## **GOGUARDIAN PARENT**

This module provides additional educational support to administrators and teachers by allowing parents to see what sites and documents their children are browsing and providing parents with additional internet controls at home. The app gives parents a bird's eye view of the apps and websites that their kids are on most often and control over school-issued devices during out-of-school hours. Consequently, parents will be able to work together with teachers to encourage more effective internet browsing habits at home and at school. GoGuardian Parent provides:

1. *Student Reports*: Provide parents with direct access to student online activity reports via an easy-to-use mobile app.
2. *Teacher interactions*: Give parents access to reports of teacher interactions in the classroom
3. *Parental Control*: Enable parents to block websites and pause internet access on school-issued devices during out-of-school hours.
4. *Customizable Access*: Choose what activity parents can see and what functionalities they can use at home.”

## **GOGUARDIAN TEACHER**

This module supports effective teaching strategies for exploration, focus, and connection, making it easier for teachers to follow the best practices that improve learning outcomes for all students. GoGuardian Teacher allows teachers to:

1. *Interact with student screens*: Open tabs to helpful resources, close irrelevant tabs, and annotate on a student's screen to guide them towards purposeful content and help them maintain focus.
2. *Personalize learning resources*: Tailor instruction for individuals or groups of students by creating personalized learning environments with access to resources that are specific to their learning needs.
3. *View student progress in real time*: See student work in real time to quickly identify those who are off task or struggling, and those who are ready to move on.
4. *Manage digital distractions*: Easily recognize when a student strays from assigned material and bring their attention back to the class subject at hand.”

## **GOGUARDIAN BEACON**

This module is a machine-learning solution that notifies pre-determined school staff of instances where students may be at risk of suicide, self-harm, or potential harm to others. Beacon helps school staff proactively identify at-risk students and quickly facilitate a response. Beacon is a multi-class classifier machine learning model built to identify students' online behaviors that could be indicative of suicide or self-harm by analyzing their browsing across all student content. This includes search engines, social media, email, web apps, and more. Beacon shows a holistic view of the student's online behavior. Based on search content, Beacon can also alert staff to potential student safety threats or violence.

# CURRICULUM

## GOALS OF CURRICULUM IN SEVENTH-DAY ADVENTIST SCHOOLS

(Adopted from: Focus on Adventist curriculum for the 21st Century)

- 1. ACCEPTANCE OF GOD AND HIS WORD** - Surrender one's whole life to God through conversion: use the Bible as a basis for a relationship with Jesus Christ and a guide in all areas of life.
- 2. COMMITMENT TO THE CHURCH** - Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.
- 3. FAMILY AND INTERPERSONAL RELATIONSHIPS** - Develop a sense of self-worth along with skills in interpersonal relationships needed to meet the responsibilities of family membership and respond with sensitivity to the needs of others.
- 4. RESPONSIBLE CITIZENSHIP** - Develop an understanding of multicultural diversity and historical heritage, and a working knowledge of government processes, while affirming a belief in the dignity and worth of others and a responsibility for one's local, national, and global environment.
- 5. HEALTHY BALANCED Living** - Accept personal responsibility for achieving and maintaining optimum physical, mental, and spiritual health.
- 6. INTELLECTUAL DEVELOPMENT** - Adopt a systematic logical approach to decision-making and problem solving based on a scientific mathematical and historical knowledge, within the context of a biblical perspective.
- 7. COMMUNICATION SKILLS** - Acquire optimum competency in verbal and nonverbal communication, the use of information, technology, and an effective communication of one's faith.
- 8. LIFE SKILLS** - Function responsibly in the everyday world using Christian principles of stewardship, economy, and personal management.
- 9. AESTHETIC APPRECIATION** - Develop an appreciation of the beauty in God's creation and in human expression, while nurturing individual ability in the fine arts.
- 10. CAREER AND SERVICE** - Develop a strong work ethic and an appreciation for the dignity of service along with an awareness of career options and opportunities as they relate to one's personal involvement in the mission of the church.

## **CURRICULUM GUIDELINES**

The primary grades constitute the basic foundation of learning for every child. Dupont Park Adventist School offers a curriculum which encourages the student to adopt correct study habits, learning skills, and positive attitudes toward education. The school provides a balanced curriculum with basic studies in all scholastic areas outlined by the Columbia Union Conference of Seventh-day Adventists and approved by the Maryland State Department of Education.

The **Elementary School Level** curriculum consists of the following:

- **Pre-Kindergarten:** Art, Bible, Phonics, Reading, Listening, Speaking, Handwriting, Computer, Math, Technology, Physical Education, Science & Health, Social Studies, and Spanish
- **Grades K - 5:** Art, Bible/Christian Service, Phonics, Language Arts, Handwriting, Math, Science & Health, Social Studies, Technology, Physical Education, Life Skills, and Music

The **Middle School Level** curriculum consists of the following:

- **Grades 6 - 8:** Art, Bible/Christian Service, Language Arts, Math, Science & Health, Social Studies, Technology, Physical Education, Life Skills, and Music

## **ASSESSMENT AND TESTING**

### **REPORT CARDS**

The school year is divided into four grading periods of approximately nine weeks each. Report cards are issued approximately one to two weeks after the close of each nine-week period. It is important to recognize that grades are an indication of present achievement and not an indication of a student's overall ability to learn. Please make certain that you carefully review the report card and if necessary schedule an appointment with the classroom teacher for any concerns.

### **MID-QUARTER INTERIM REPORTS**

Mid-Quarter interim reports will be emailed at the close of the fifth week of the nine-week period. Refer to the School Calendar for the exact date for virtual Parent/Teacher conferences. If a student is experiencing scholastic difficulty, at the mid-term period, this time may be used as an opportunity to discuss the most appropriate interventions.

### **STANDARDIZED TESTS**

In addition to the on-going testing which teachers administer to assess students' scholastic growth and academic progress, the NWEA MAP test is also administered three times a year for grades K – 8. Refer to the School Calendar for exact dates.

### **HOMEWORK POLICY**

It is encouraged that you set aside a minimum of 30 minutes for homework each evening. Many students will require at least an hour every night on a regular basis to make the most of their educational opportunities. Middle school students may require slightly more time.

### **FACTSMANAGEMENT (FORMERLY RENWEB)**

The Family Portal in FactsManagement can be accessed regularly to monitor student's progress. Auto-generated reports are sent via email weekly. All parents are encouraged to become familiar with FactsManagement and the Family Portal. Parents are to check the Family Portal regularly for updates.

### **GRADING POLICY AND REQUIREMENTS**

Grades are of utmost importance to students. The report card is evidence of the student's mastery of what is being taught. Students are expected to cooperate with the teacher in completing class assignments. Students who exhibit a disregard for meeting the class requirements stand in danger of receiving a failing grade. All home assignments and class assignments **must** be completed.

Letter grades and percentages are utilized as we believe this to be a more accurate rating of the student's work and prepares them for the process used at higher grade levels. The following is the established grading system for all the schools of the Allegheny East Conference:

## NORTH AMERICAN DIVISION GRADES PREK – K5

<i>NAD</i> <b>Grades PreK – K5</b>	<i>Explanation</i>
<i>I</i>	Independently achieves objectives and performs skills
<i>PT</i>	Progressing toward objectives and performing skills
<i>NT</i>	Needs more time to develop

## NORTH AMERICAN DIVISION GRADES 1 – 2

<i>NAD</i> <b>Grades 1 – 2</b>	<i>PERCENTAGE</i>
<i>E</i>	94
<i>E-</i>	90
<i>S+</i>	80
<i>S</i>	73
<i>S-</i>	70
<i>N</i>	0

## NORTH AMERICAN DIVISION GRADES 3 – 8

<i>NAD</i> <b>Grades 3-8</b>	<i>Percentage</i>	<i>G.P.A.</i>
<i>A</i>	93–100	3.75–4.00
<i>A-</i>	90–92	3.50–3.74
<i>B+</i>	87–89	3.33–3.49
<i>B</i>	83–88	3.00–3.32
<i>B-</i>	80–82	2.75–2.99
<i>C+</i>	77–79	2.50–2.74
<i>C</i>	73–76	2.00–2.49
<i>C-</i>	70–72	1.75–1.99
<i>D+</i>	67–69	1.50–1.74
<i>D</i>	63 – 66	1.00–1.49
<i>D-</i>	60–62	0.75–0.99
<i>F</i>	59 and Below	0.00–0.74

## **AWARDS AND HONORS**

To encourage all students to do their best academically, achievement awards will be given. The awards will be as follows:

- **PRINCIPAL'S LIST** - Students who receive all As with an average of 90% and above (G.P.A. 3.50 - 4.00)
- **HONOR ROLL** - Students who receive A's and Bs with an average of 80% or above
- **8TH GRADE PROMOTION** - an eighth grader is classified as an Honor student based on the following criteria:
  - Highest Honor 3.75 - 4.00 (As)
  - High Honor 3.49 - 3.74 (A's and Bs)
  - Honor 3.00 - 3.48 (Bs)

## **8TH GRADE GRADUATION POLICY**

- At Dupont Park Adventist School an 8<sup>th</sup> student must satisfactorily complete the required course of study for the 8<sup>th</sup> grade class to be eligible for an Eighth Grade Diploma at Graduation. Students who do not warrant a direct promotion or who have not completed all graduation requirements will receive a Certificate of Completion.
- A passing score of 62% or D- average, must be received in each of the core subject areas - Bible, Language Arts, Math, Science, and Social Studies. A student who fails up to two of these subjects is required to attend summer school, and upon successful completion of the failed subjects can be promoted to the 9<sup>th</sup> grade. Students who fail three or more of these subjects must repeat the 8<sup>th</sup> grade.
- The 7<sup>th</sup> grade (Junior Class) supports the 8<sup>th</sup> grade (Graduating Class). They serve as ushers and servers at graduation. They also participate at the formal graduation ceremony.
- All financial obligations must be met by the 10<sup>th</sup> of May in order to participate in Graduation activities.

## **TEXTBOOKS AND SUPPLIES**

All hardback books are provided by the school. The rental charges are included in the registration fee. There will be an extra charge for replacement of lost or damaged books. DPAS is not responsible for any lost items. Students are expected to furnish their own pencils, pens, paper, crayons, notebooks, scissors, and other materials.

## **CHAPEL**

Chapel is held weekly for the purpose of spiritual emphasis and leadership. Students are to maintain an atmosphere of reverence at Chapel. They are also to participate in song service and reading the scriptures.

### **SPELLING BEE AND STEM FAIR**

As part of the curriculum of Dupont Park Adventist School, students participate in an annual Spelling Bee and STEM Fair. Winners of the local Spelling Bee and STEM Fair represent their school in the annual Allegheny East Conference Spelling Bee & STEM Fair. The local winners of the Spelling Bee & STEM Fair are required to attend and represent the school.

### **FIELD TRIPS**

Field Trips are a fun and stimulating part of our school curriculum which are designed to enrich the teaching and learning experience. Trips are planned in relation to the classroom learning activities. Parents must sign the appropriate field trip permission slip to indicate approval for the child's participation. Students are required to follow all guidelines pertaining to conduct and dress.

### **LOST AND FOUND**

Most lost articles are turned into the school office. If the articles are properly labeled, students or parents may collect them from the school office. All unclaimed articles will be donated to a welfare agency periodically. DPAS is not responsible for any lost items. The lost and found will be emptied on the last school day monthly.

# COMMUNITY SERVICE

DPAS recognizes the importance of instilling in students an ethic of service and an appreciation for giving back to the community without compensation. In recognition that academic learning is more meaningful when it can be applied to real life situations, each quarter **all** scholars must complete at least the minimum minutes/hours of community service listed below:

<b>Required Community Service for PreK-3 thru 8<sup>th</sup> Grade</b>	
<b>Grade</b>	<b>Requirement Per Quarter</b>
PreK3 and 4	30 minutes
Kindergarten	1 hour
1 <sup>st</sup> Grade	1 hour
2 <sup>nd</sup> Grade	2 hours
3 <sup>rd</sup> Grade	3 hours
4 <sup>th</sup> Grade	4 hours
5 <sup>th</sup> Grade	5 hours
6 <sup>th</sup> Grade	6 hours
7 <sup>th</sup> Grade	7 hours
8 <sup>th</sup> Grade	8 hours
<i>*Consult each students' teacher for Community Service suggestions.</i>	

In order to count towards the requirement, community service hours:

1. May not result in monetary compensation.
2. May not be granted during the school day without prior notification and written approval from the Principal. Any written approval given by the Principal must be included in the student's cumulative folder. Any hours accrued prior to notification and approval will not be applied toward the requirement. Community service hours should be completed outside of school hours with exceptions granted on a very limited basis.
3. Must be completed under the supervision of an adult at the agency, group or organization. This on-site supervisor must be identified and is responsible for verifying the student hours and providing on-site supervision for the service activities. The on-site supervisor may not be the student's parent or close relative.
4. Must be properly verified and documented by using the DPAS Community Service form.
5. May not be granted if the student is the recipient of the service. For example, the student cannot receive tutoring services and count those hours for community service. However, if the student is providing tutoring services, those hours can be applied toward community service.

# DISCIPLINE POLICY

## DISCIPLINE CODE: PHASE SYSTEM AND BEHAVIOR DEFINITIONS

### PHASE 1

- **BOISTEROUS OR INAPPROPRIATE BEHAVIOR** - May include overly loud or obnoxious act or sound, i.e., yelling in the hall.
- **COMING TO CLASS WITHOUT NECESSARY MATERIALS** - (i.e. books, pens, pencils, etc.)
- **DRESS CODE VIOLATION**
- **EXCESSIVE TALKING** - continuing to talk after having been asked by a staff member to stop.
- **GUM CHEWING**
- **LEAVING CLASS WITHOUT PERMISSION**
- **LITTERING** - the intentional dropping or throwing of items; or unintentional dropping or throwing of items when the student fails to clean up. This includes leaving personal belongings in the hall or classroom.
- **LOITERING** - being in an area without permission - e.g. roving the halls during class or after 3:00 p.m., playing in the gym, or prolonged stays in the restroom.
- **MISUSE OF SCHOOL PROPERTY**
- **NOT FOLLOWING A STAFF MEMBER'S DIRECTIONS**
- **RUNNING** - anything other than normal walking in the building.
- **SPITTING** - includes intentionally spitting on the walls, floors, ceiling, or a person.
- **TARDY** - unexcused late arrivals at an appointment during the school day.
- **TUSSLING** - hitting, shoving, pushing, punching, kicking, slapping, and/or grabbing.
- **UNAUTHORIZED TELEPHONE USE** - the use of school phone without prior permission from a staff member.

## PHASE II

- **AIDING AND ABETTING** - encouraging, assisting, or covering up another student's inappropriate behavior.
- **CHEATING** - use of or providing unauthorized information which may include talking during tests or copying other's answers.
- **DISHONESTY** - not telling the truth with the intention to deceive.
- **DISRESPECT** - socially unacceptable words or actions directed toward students or staff. This includes mumbling remarks under the student's breath and/or ignoring directions.
- **DISRUPTING CLASS** - words, actions and/or non-compliance with directions which cause interference with the normal classroom routine.
- **FORGING SIGNATURES - KINDERGARTEN TO Second GRADE** - forging or causing another to forge a signature (unauthorized signatures)
- **HARASSMENT OF OTHER STUDENTS** - a violation of another student's rights by mishandling another's property, physical or verbal harassment, threats or intimidation. See harassment policy.
- **IMPROPER DISPLAY OF AFFECTION**
- **IMPROPER LANGUAGE** - obscene, suggestive, profane, derogatory or cutting remarks.
- **NOT REPORTING TO DETENTION** - an unexcused absence from an assigned afterschool detention.
- **PETTY VANDALISM** - vandalism that does not have a permanently damaging effect. The student will be expected to pay for the cost of any repair or replacement.
- **REFUSAL TO FOLLOW THROUGH WITH A REQUEST MADE BY A STAFF MEMBER**- failure to do what a staff member requests at the time it is requested.
- **SELLING OR SOLICITATION** - unauthorized selling or soliciting of anything, i.e. candy, gum, food, or money
- **SKIPPING CLASS** - intentional non-attendance at an assigned appointment without teacher permission.
- **STEALING** - unauthorized borrowing, taking of smaller items such as pens, lunches, etc.
- **THREATS OF HARM TO OTHERS**
- **UNAUTHORIZED USE OF PHOTOGRAPHIC DEVICES AT SCHOOL**
- **VIOLATION OF STUDENT COMPUTER USE POLICY**
- **WEAPONS IMITATION** - use or possession of any object that looks like a weapon.

### PHASE III

- **ABUSIVE LANGUAGE** - aggressive, insulting, profane, or disruptive verbal abuse
- **CONTINUED BELLIGERENT REFUSAL TO FOLLOW THROUGH WITH A REQUEST MADE BY A STAFF MEMBER**
- **CONTROLLED SUBSTANCES** - possession, use, transfer, or sale of illegal drugs, alcoholic beverages, tobacco products, or drug related materials.
- **CYBERBULLYING** - Dupont Park Adventist School is committed to providing a positive and productive learning and working environment. Any form of harassment using electronic devices, commonly known as cyber-bullying, by students or third parties is prohibited and will not be tolerated. Cyber-bullying is the use of any electronic communication device to convey a message in any form (text, image, audio, or video) that defames, intimidates, harasses, or is otherwise intended to harm, insult, or humiliate another in a deliberate, repeated, or hostile and unwanted manner under a person's true or false identity. In addition, any communication of this form that disrupts or prevents a safe and positive educational or working environment may also be considered cyber-bullying. Students will refrain from using personal communication devices or school property to harass or stalk another person.

Dupont Park Adventist School will take any report of cyber-bullying seriously and will investigate credible reports promptly. Students are encouraged to report an incident immediately to any faculty/staff. Students who make a report are requested to preserve evidence of cyber-bullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.

Staff will take appropriate action and will bring it to the attention of the principal when students report an incident of cyber-bullying. Staff will attempt to preserve evidence of the cyber-bullying and will submit any evidence to the principal.

- **FIGHTING OR ASSAULT** - violent bodily contact which does or has the potential to cause bodily injury.
- **FORGING SIGNATURES - 3RD TO 8TH GRADE** - forging or causing another to forge a signature (unauthorized signatures)
- **LEAVING THE SCHOOL DURING THE SCHOOL DAY WITHOUT PERMISSION FROM THE SCHOOL'S ADMINISTRATION**
- **SAFETY OR WEAPONS** - actions which endanger the health safety, and/or welfare of the individual student or other; failure to comply with established safety procedures and regulations; the use of matches or other fire producing materials without the supervision of a teacher; the use or possession of fireworks, firearms or any instrument used in a threatening way that could inflict bodily damage, injury or death.
- **SEXTING**

- **THEFT** - unauthorized removal, concealment, possession, or use of school property or the property of another person.
- **VANDALISM** - vandalism which has a permanently damaging effect, creates an excessive mess, is of a socially unacceptable nature, or the destruction of property which results from some other act of misbehavior. The student will be expected to pay for the cost of repair or replacement. This would be expected in addition to any other discipline which might occur.

## **PROGRESSIVE DISCIPLINE PROCEDURE**

### **PHASE I**

Teacher chooses at least three of the Phase I consequences before progressing to Phase II (Documentation of all Phase I actions recorded in student agenda book and/or FactsManagement):

- *Student warning* - with teacher reminding the student of the rule and the consequence.
- *Teacher conference with student in private*
- *Teacher changes the student's seat to lessen distractions*
- *Teacher uses proximity control*
- *Teacher notifies parent of student behavior and teacher actions (by phone or email)*
- *Loss of recess privilege*
- *After school detention*
- *Student sent to partner teacher for no more than 10 minutes*
  - *student completes a Behavior Form*
- *Recommendation for pastoral conference (moral issues only)*

Student must bring a completed Behavior Form with them to the principal. Teacher must show evidence of steps taken in Phase I.

### **PHASE II/ PHASE III**

#### **STEP 1**

Student behavior form sent to the principal who will determine consequences. Consequences may include but are not limited to:

- Student Conference
- Parent notification
- In-school suspension (students will come to school and complete assignments, while being isolated from the rest of the student body)
- Out of school suspension (Parent must come in for conference upon re-admittance to school)
- Requirement that student be evaluated by a licensed mental health practitioner
- Immediate implementation of Step 2

Please note the following:

- Refusal to go to detention will result in a one-day suspension.
- Four documented detentions or Behavior Notices per month will result in student being suspended.
- Homework, tests, quizzes given and/or collected on the day(s) of suspension cannot be made up.

## **STEP 2**

Expulsion hearing - student's name will be brought to the Executive Committee of the School Board. **Note: Step 2 implemented immediately if the following offenses occur:**

- Drug/Alcohol use or possession
- Weapon use or possession
- Assault to faculty or staff
- Uncooperative and/or threatening behavior towards students or staff by the student and/or parent

To appeal the Executive Committee's decision, the parent/guardian must submit a written appeal letter within three (3) business days after the decision is rendered. The appeal letter addressed to the Executive Committee Chairperson, is to be submitted to the Principal no later than three (3) business days after the decision is rendered. The Executive Committee will determine if a new hearing is warranted; and the new hearing must be held within five (5) business days of receipt of the appeal letter.

**Note: All disciplinary actions will be placed in the student's file.**

# AFTER SCHOOL DETENTION

## Dupont Park Adventist School Detention Guidelines

### I. General Information

- After School Detention will be held on Tuesdays and Thursdays from 3:30 – 4:30 (See specifics in the table below )
- Detention will be given for all behavioral/disciplinary infractions which include but are not limited to, uniform and discipline violations.
- Infractions will be emailed to parents and students; and the infraction will state the date of detention.
- A detention will be rescheduled one time and only at the request of a parent. However, detentions will not be rescheduled due to rehearsals and/or sports practices.
- Students who are absent on the day of a scheduled detention will attend the next detention session.
- Students should be picked up promptly at 4:30pm. Any late pickups will be sent to after care and after care fee will be charged.

<b>Detention Schedule</b>	
<b><i>Detention Received</i></b>	<b><i>Serve Detention On</i></b>
Monday or Tuesday	The following Tuesday
Wednesday, Thursday, or Friday	The following Thursday

*Example: Detention received on Monday, February 13th will be served on Tuesday, February 21st.*

*Note:*

- *If there is no school on the scheduled detention Tuesday, detention will be held on Thursday.*
- *If there is no school on the scheduled detention Thursday, detention will be held on the next Tuesday.*

### II. Detention Guidelines

- All Dupont Park Adventist School rules and policies apply.
- All students are responsible for remembering they have detention - "I forgot" is not a valid reason for missing detention.
- Students will be picked up from class by the detention monitor between 3:15 and 3:25.
- Restroom and other issues must be taken care of prior to 3:25.
- No food, candy or drink except water is allowed.
- All electronic devices must be turned off and remain in book bags.
- A reflective Detention Assignment will be given, which must be completed by the end of the Detention session.

- Come prepared - paper, writing utensils, etc. You will not be allowed to go to your locker.
- Once students are in the detention room, they will not leave until 4:30.
- No sleeping or heads down.
- There is no talking in detention.
- Disregard for any of the above guidelines will result in additional disciplinary action.

### **III. Dismissal**

- Students will be picked up from the office by parent/guardian at 4:30.
- Students must be signed out of detention by parents/guardians at 4:30.
- Any student not picked up by 4:30 will be sent to after care and after care fee will be applied.

### **IV. Failure to Report to Detention (FTR)**

- FTR will result in further disciplinary action along with a report to the Principal.

# MISCELLANEOUS INFORMATION AND GUIDELINES

## **PARENT/TEACHER/STUDENT CONFERENCES**

Four (4) Parent-Teacher Conferences are scheduled each school year - one each quarter. However, parents desiring a conference with a teacher or administrator about a matter of concern should make arrangements in advance. A grade book progress report for grades K-8 is auto-generated every Sunday and sent to your email address that was provided to DPAS. Contact your child's teacher immediately if you are not receiving these reports.

## **UPDATED INFORMATION**

It is very important that we have current information on all students, especially emergency contact persons and their current telephone numbers. If there is an accident or illness, parents and/or guardians will be notified immediately. Please notify the office of all changes during the course of the school year. Parents must make appropriate informational changes in the Family Portal section of FactsManagement. Parents are responsible for informing the teacher and the office of any special medical problem that the child may have.

## **LUNCH AND CAFETERIA POLICY**

Students are encouraged to bring wholesome healthy lunches to school, including fruit, milk, and/or fruit juices, and whole grain bread. No meat, pork, fish, or any flesh foods are allowed on the premises. No caffeinated drinks are allowed (e.g., Pepsi, coke, coffee). Warming of lunches is not allowed.

To avoid office and classroom disruption, delivery of meals via a delivery service (i.e., Instacart, Uber Eats, DoorDash, etc.) is **prohibited**. Parents/guardians may bring meals to students on an emergency basis only.

Students are expected to maintain a restaurant-like decorum in the cafeteria and the classroom. In order to finish lunch expeditiously, students will remain silent while eating in the cafeteria. When allowed, all conversations should utilize an indoor voice and should be between persons at their tables. Students should make every effort to have all they need before taking their seat in the cafeteria. Students are not to share food with other students. They are to remain seated until they are asked to discard their trash and/or dismissed for recess by the recess monitors.

## **TOYS AND ELECTRIC DEVICES**

Toys are not allowed to be brought to school except upon the request of a teacher. Students are not permitted to bring tablets, iPads, radios, IPODS/MP3 players, or other audio equipment on campus. Bringing them will result in confiscation. The use of such equipment will only be permitted as required by teachers for class work, projects, etc. The Dupont Park Adventist School will not be responsible for lost, damaged or stolen items which are brought on campus.

## **CELL PHONE POLICY**

Students may bring cellphones to school but may only be used before or after school off campus. Students must turn their cell phones off before they enter the building, and not turn them on again until they leave the school building at the end of the day. Cell phones may not be used on campus which includes in the classrooms, and in the bathrooms. If the school is opened students are not allowed to use their cell phones.

The school does not assume any responsibility for cell phones brought to school and will not be responsible for any lost or stolen cellular phones. If the rule is violated, the cell phone can be confiscated, and this privilege revoked. All confiscated cellular phones/electronic devices will be returned to a parent/guardian.

## **OFFICE PHONE USE**

Use of the telephone by students is limited to emergency calls and school business calls only. Students may use the school telephones only with permission from an authorized school official, and only for school related or emergency calls. School personnel will assist in such calls.

Students and teachers will not be called from their classes to answer the telephone. The office personnel will convey emergency messages to the student or teacher in the classroom. Messages that are not of an urgent nature will be placed in the teacher's school mailbox or conveyed to the student between classes or after school.

## **SCHOOL NEWSLETTER**

*What's Happening at DPAS* is the name of the monthly school newsletter. It is very important the families read the monthly newsletter so that they may be aware of the happenings on our campus. *What's Happening at DPAS* is e-mailed and posted on the school website to keep you informed. Teachers send weekly newsletters and other communication home as needed for parent information and prompt attention.

Check young students' book bags for newsletter or notices from school. Parents are encouraged to check their child's agenda book, FactsManagement, and email regularly.

## **HOME AND SCHOOL ASSOCIATION**

The Home and School Association is comprised of school board members, teachers, parents, and the church community who are interested in the education of the students in our school. The Home and School Association serves as the fundraising agency for special projects for the school. The association meets on the first Thursday of every month to provide a forum for communication and collaboration between school administration, parents, and students.

ALL parents are expected to become active participants of the Home & School Association and fundraising activities.

# DISTANCE LEARNING

Dupont Park Adventist School's (DPAS) Distance Learning Plan is designed to describe and explain the institutional protocols and learning procedures that will result in the event of an extended closure of campus. Consistent with our mission of being committed to excellence in preparing our students for the service of God's church, country, and community, and above all for eternity, the goal of the DPAS Distance Learning Plan is to ensure that our students maintain a high level of academic engagement. even if we are not able to gather together physically on campus.

Continuing with a structured daily approach, similar to what students are used to while in school. is important for distance learning. While this includes breaks, required time for physical activity, and time for connecting with teachers, it also includes regular academic time, homework, and the expectation that students will be engaged and on task. Whenever possible DPAS will work to accommodate individual family/student circumstances as they relate to the capacity to access our distance learning program.

## **STUDENT EXPECTATIONS DURING DISTANCE LEARNING**

To maintain a serious, focused, and academic approach to learning, students are expected to abide by the following:

- Establish a workspace within the house that limits distraction and includes a desk, chair, lamp, and access to electrical outlets.
- Closely follow the published daily schedule.
- Be on time.
- Ensure the background that will show up behind you is appropriate for school.
- Enter each school day groomed and in school uniform. as it pertains to what can be viewed via webcam.
- Be prepared with the appropriate school supplies: computer, earphones, textbooks, notebooks, calculator, writing implements, etc.
- Proactively reach out to teachers with questions and/or concerns.
- Abide by the school's academic integrity expectations: submit only original work, using only permitted materials and documented sources.
- When in synchronous (face to face) class sessions, each participant's full face should be in view.
- When in synchronous class sessions or meetings, cell phones or other private means of communication are NOT be in use unless directed by the teacher for educational purposes.
- Chat functions within a video conference should be used for the educational benefit of the class.
- Students are to disconnect promptly when a video meeting ends.

- Without express and written permission from the principal users (including students) may NOT record, screenshot, share, re-post, or otherwise capture or disseminate digital content created via any of our distance learning platforms. Only representatives of the school may capture or post such content. Failure to comply with this directive may result in disciplinary action.
- Students may NOT manipulate digital apps or use digital tools in a manner that disrupts classroom objectives.

*While distance Learning will not be able to fully replicate the experience found in classrooms at DPAS, our faculty and staff will continue to engage students in a variety of ways, and will, through this process, explore with them new and creative ways for delivering academic experiences.*

#### **ATTENDANCE**

A student absence is considered excused if it adheres to the guidelines outlined in this Handbook. Attendance is recorded daily by each teacher in each class.

#### **GRADING**

- To maintain consistency and clarity for students and faculty alike, DPAS will continue with traditional standard grades during Distance Learning.
- Measures for academic intervention remain in place: tutoring, tutorial, progress reporting, faculty/parent/student meetings.
- Flexibility remains paramount as teachers assist students with time management, slip-ups in schedules, or issues related to devices or connectivity.
- Teachers retain the autonomy to offer students opportunities for improvement.

#### **ASSESSMENT**

- Blended and alternative forms of assessment will be implemented.
- Formative assessments will be used to collect in-process evaluations of student comprehension, progress, and need for clarification during a Lesson or unit.
- Academic integrity guidelines remain in force for all types of assessments.
- Projects, presentations, and collaborative work to engage students with the subject matter and with one another will be implemented.
- Summative assessment at the end of a unit will be used to determine the outcomes of learning.

#### **COMMUNICATION DURING DISTANCE LEARNING**

- DPAS will continue to use the same channels it employs for normal day-to-day communications. Email will always remain the primary mode of communication, and when appropriate, the communication may also be posted on the website and various social media channels. Urgent messages may be sent via parent alerts via FactsManagement.

# WHAT PARENTS CAN DO TO HELP

- Pray with your child often.
- See that your child gets enough sleep to do his/her best at school
- See that your child has breakfast so that he/she has the necessary nourishment to perform well at school.
- See that your child has the necessary supplies at home to complete school assignments, such as paper and pencils.
- Monitor your child's use of the internet and set content limits. Utilize the Parent features of Go Guardian.
- Your opinion matters to your children, even if they tell you, it does not. Ask them regularly to tell you--or to teach you--one thing they learned at school. Keep asking this question daily and give praise!
- Maintain an emotional climate at home that frees your child from unnecessary worries and confusion that will interfere with concentration and staying on task at school.
- Work some reading time into your child's day. Reading stimulates the brain and helps kids to be more prepared and alert in school.
- Know your child's teacher(s). Schedule brief conferences early in the year for this purpose.
- Parent and teacher must work together for the best interest of the child.
- Speak positively about your child's teacher and school.
- Get Involved! Become an active member of the Home and School Association.
- Balance independence and support with distance learning expectations. Students will need to work through problems that they encounter as they dig into their work. So, it is important for adults to resist the temptation to jump in and solve their challenges right away. Equally important is being a support for your child should they begin to become discouraged or disorganized with their work. Should that occur, please speak with them about the importance of reaching out to their teachers for guidance and support and how best to do so.
- Help reinforce the school's expectations for online behavior. Being a good citizen, one who is honest and respectful, both in person and online, is an expectation articulated in our handbook. We ask your partnership with that in reminding them about the fundamental importance of character.

# POLICY AND COMMITMENT STATEMENTS

Carefully read the following Policies/Agreements:

1. Photo/Image Release for Minors
2. Student Computer Use Policy
3. Commitment and Cooperation Policy Agreement
4. School Policy Agreement

Once completed sign and date each one.

# PHOTO/IMAGE RELEASE FOR MINORS

The **Dupont Park Adventist School** gathers images. through the course of a child's schooling. to tell the story of the school's mission and to promote quality Adventist education. The school's board. administration. and faculty appreciate your cooperation and consent in allowing school officials to photograph you (your child) for use in various. school-related publications and activities. You have our assurance that these images will be used only for official purposes and with the respect and consideration to which all parties are entitled.

For valuable consideration. I hereby confer on **The Dupont Park Adventist School** and its employees. agents and assigns. the absolute and irrevocable right and permission with respect to the photographs that he/she takes of my minor child in which he/she may be included with others:

- To copyright the same in **Dupont Park Adventist School's** name or any other name the school may select;
- To use. re-use and republish the same in whole or in part. separately or in conjunction with other photographs. in any medium now or hereafter known. and for any school-related purpose. including (but not by way of limitation) illustration. promotion or other non-commercial use and;
- To use my name or my child's name in connection therewith if he/she so decides.

I hereby release and discharge **Dupont Park Adventist School** from all and any claims and demands ensuing from or in connection with the use of photographs and/or images. Including any and all claims for libel and invasion of privacy. This authorization and release shall inure to the benefit of the legal representatives. licensees. and assigns of the minor's name listed below. including the person(s) for whom he/she took the photograph(s).

I have read the foregoing and fully understand the contents hereof. I represent that I am the [parent/guardian] of the above-named model. For value received. I hereby consent to the foregoing on his/her behalf.

\_\_\_\_\_  
Minor's Name:

\_\_\_\_\_  
Parent/Guardian Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

# STUDENT COMPUTER USE POLICY

**The Dupont Park Adventist School** makes computers and/or computer internet access available to students, to permit students to perform research and to allow students to learn how to use computer technology. Use of Dupont Park Adventist School computers is for educational and/or instructional purposes only. It is the policy of this school, Dupont Park Adventist School, to equip each computer with Internet filtering software designed to prevent users from accessing material that is harmful to minors. No student will be granted Internet access until and unless a computer-use agreement, signed by both the student and the parent or legal guardian is on file.

The current version of the computer use agreement is incorporated by reference into the Dupont Park Student Handbook. Students are advised that they enjoy no expectation of privacy in any aspect of their computer use, including email, and that monitoring of student computer use is continuous. Students who misuse Dupont Park Adventist School-owned computers or Internet access in any way, including using computers except as directed or assigned by staff or teachers. using computers to violate any other policy or contrary to the computer use agreement, attempting to defeat or bypass Internet filtering software or using the computers to access or create sexually explicit or pornographic text or graphics, will face disciplinary action, as specified in the student handbook and/or computer use agreement.

\*The designated Dupont Park Adventist School Technology Administrators or designee may authorize the disabling of the filter to enable access by an adult for bona fide research or other lawful purpose.

## STUDENT EXPECTATIONS DURING IN-PERSON AND DISTANCE LEARNING

Student's Name: \_\_\_\_\_

Date: \_\_\_\_\_ Grade Level: \_\_\_\_\_

The Dupont Park Adventist School agrees to allow the student identified above ("Student") to use the Dupont Park Adventist School's technology to access the Internet under the following terms and conditions:

1. **CONDITIONAL PRIVILEGE:** The Student's use of the Dupont Park Adventist School's access to the Internet is a privilege conditioned on the Student's abiding to this agreement. No student may use the Dupont Park Adventist School's access to the Internet unless the Student and his/her parent or guardian have read and signed this agreement.
2. **ACCEPTABLE USE:** The Student agrees that he/she will use the Dupont Park Adventist School's Internet access for educational purposes only. In using the Internet. The student agrees to obey all federal and state laws and regulations. The student also agrees to abide by any Internet use rules instituted at the student's school or class. whether those rules are written or oral.
3. **Penalties for Improper Use:** If the Student violates this agreement and misuses the Internet. the student shall be subject to disciplinary action in accordance with

the student handbook.

4. **"MISUSE OF THE DUPONT PARK ADVENTIST SCHOOL'S ACCESS TO THE INTERNET"** includes, but is not limited to, the following:
- a. using the Internet for other than education purposes; gaining intentional access or maintaining access to materials which are "harmful to minors" as defined by District of Columbia law.
  - b. using the Internet for any illegal activity, including computer hacking and copyright or intellectual property law violations.
  - c. making unauthorized copies of computer software.
  - d. accessing chat lines or social network sites unless authorized by the instructor for a class activity directly supervised by a staff member.
  - e. using abusive or profane language in private messages on the system; or using the system to harass, insult or verbally attack others.
  - f. posting anonymous messages on the system.
  - g. using encryption software.
  - h. wasteful use of limited resources, including paper, provided by the school.
  - i. causing congestion of the network through lengthy downloads of files.
  - j. vandalizing data of another user.
  - k. obtaining or sending information which could be used to make destructive devices such as guns, weapons, bombs, explosives, or fireworks.
  - l. gaining or attempting to gain unauthorized access to resources or files.
  - m. identifying oneself with another person's name or password or using an account or password of another user without proper authorization.
  - n. invading the privacy of individuals.
  - o. divulging personally identifying information about himself/herself or anyone else either on the Internet or in an email. Personally identifying information includes full names, address, and phone number.
  - p. using the network for financial or commercial gain without Dupont Park Adventist School permission.
  - q. theft or vandalism of data, equipment, or intellectual property.
  - r. attempting to gain access or gaining access to student records, grades or files.
  - s. introducing a virus, or otherwise improperly tampering with the system.
  - t. degrading or disrupting equipment or system performance; creating a web page or associating a web page with the Dupont Park Adventist School without proper authorization.
  - u. providing access to the Dupont Park Adventist School's Internet Access to unauthorized individuals.
  - v. failing to obey school or classroom Internet user rules.
  - w. taking part in any activity related to Internet use which creates a clear and present danger of the substantial disruption of the orderly operation of the Dupont Park Adventist School.

## 5. GUIDELINES FOR PORTABLE ELECTRONIC DEVICES

- a. Students must register any portable device with the building tech coordinator (i.e., laptops. etc.)
  - b. Dupont Park Adventist School will not be held responsible for the loss. theft or destruction of any portable electronic devices.
  - c. Portable electronic devices may only be connected to designated, non-networked printing workstations or with permission of the technology department to the network.
  - d. Use of portable electronic devices in the classroom is up to the discretion of the teacher as to how and when the device may be used.
  - e. The linking of portable devices is for educational purposes only with direct teacher supervision.
  - f. Dupont Park Adventist School reserves the right to review files on any portable electronic device brought into the school.
  - g. The Acceptable Use Policy for Dupont Park Adventist School technology also applies to all portable electronic devices. Any violation of these rules will result in the loss of the student's privilege to bring a portable electronic device to school.
- 6. LIABILITY FOR DEBTS:** Students and their cosigners shall be liable for any and all costs (debts) incurred through the student's use of the computers or the Internet. including penalties for copyright violations.
- 7. NO EXPECTATION OF PRIVACY:** The Student and parent/guardian signing below agree that if the student uses the Internet through the Dupont Park Adventist School's access. that the student waives any right to privacy the student may have for such use. The student and the parent/guardian agree that the Dupont Park Adventist School may also examine all system activities the Student participates in, including but not limited to e-mail. voice, and video transmissions. to ensure proper use of the system. The Dupont Park Adventist School may share such transmissions with the student's parents/guardians.
- 8. NO GUARANTEES:** The Dupont Park Adventist School will make good faith efforts to protect children from improper or harmful matter which may be on the Internet. At the same time, in signing this agreement. the parent and student recognize that the Dupont Park Adventist School makes no guarantees about preventing improper access to such materials on the part of the student.

**Signatures:** We, the persons who have signed below, have read this agreement. and agree to be bound by the terms and **condition of this agreement.**

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date

# SCHOOL POLICY AGREEMENT

## **I understand the following regarding my child's enrollment in the Dupont Park Adventist School:**

- Instruction begins at 8:00 AM daily.
- Early departures are not to occur on a regular or daily basis.
- Students between 5 and 13 years old who have 10 or more unexcused absences within a school year will be referred to the Child and Family Services Agency (CFSA) for possible action.
- Provisions must be made for your child's supervision upon school dismissal.
- Students must be in complete uniform each school day.
- For girls in grades 5 – 8, skirts must be below the knee. No jewelry is to be worn.
- No visible signs of make-up is to be worn. No nail polish is to be worn.
- Absolutely no meat products are allowed on campus. i.e., pork, chicken, beef, and fish.
- Teachers are encouraged to value all patrons and parents, treating them always with respect. Therefore, parents and/or students who have disrespected, threatened, or habitually exhibited an uncooperative and hostile attitude towards faculty, staff, or students will be asked to withdraw their student(s) from DPAS. This will be done by way of recommendation of administration to the Executive School Board. All parents and visitors must go to the front office when entering the building.
- Parents will not be allowed to go to the classroom before or after school.
- Parents can speak with a teacher by appointment only.
- Items for your child. i.e., lunch, book bag, etc. must be left at the front office with the child's name on it. It will be taken to your child by a faculty or staff member.
- Delivery of meals via a delivery service (i.e., Instacart, Uber Eats, DoorDash, etc.) is prohibited. Parents/guardians may bring meals to students on an emergency basis only.
- Students are not allowed to leave the campus at unauthorized times without written parental consent.

I agree and confirm that the information provided in my child's application form is true and correct. I am aware of, understand, and agree to follow the guidelines and policies as outlined in the Handbook of the Dupont Park Adventist School.

I understand that the School has made commitments to teachers for resources, etc. based upon my commitment to pay the tuition requirements.

\_\_\_\_\_  
Student's Name

\_\_\_\_\_  
Student's Signature

\_\_\_\_\_  
Parent/Legal Guardian Name

\_\_\_\_\_  
Parent/Legal Guardian Signature

\_\_\_\_\_  
Date