Dupont Park Adventist School

Student/Family HANDBOOK 2025-2026

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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.

****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 2025-2026 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 2025-2026 school year!

In HIS Service,
Dupont Park Adventist School Administration

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.

Disclaimer

Changing circumstances sometimes necessitates amending policies and/or procedures during the school year. Actions voted on at any time by the Allegheny East Conference Office of Education, Dupont Park Adventist School Board, and faculty shall have equal weight to, or at times, supersede statements previously published in this handbook. These changes will be communicated with students and parents in the form of verbal announcements, emails, text, weekly notes, and/or newsletters.

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 30th 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 30th. 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 30th. 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 – 1st to 5th grade; Math and English teachers – 6th to 8th 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

2025-2026 Financial Information
Dupont Park Adventist School

New Student Application Fee *(Non-refundable)*	$75.00

Registration Fees	
PreK3 & 4	$280.00
Grades K - 8	$330.00

Tuition

Grades	Adventist	Non-Adventist
PreK3 & 4*	$7,799.00	$9,207.00
PreK3 & 4 Discount 2nd Child	$7,616.00	$8,989.00
PreK3 & 4 Discount 3rd Child	$7,434.00	$8,771.00
PreK3 & 4 Discount 4th Child	$7,251.00	$8,554.00
K5 - 3rd Grade	$7,381.00	$9,263.00
K5 - 3rd Grade Discount 2nd Child	$7,209.00	$9,044.00
K5 - 3rd Grade Discount 3rd Child	$7,037.00	$8,825.00
K5 - 3rd Grade Discount 4th Child	$6,865.00	$8,606.00
4th - 5th Grade	$7,515.00	$9,403.00
4th - 5th Grade Discount 2nd Child	$7,340.00	$9,180.00
4th - 5th Grade Discount 3rd Child	$7,164.00	$8,958.00
4th - 5th Grade Discount 4th Child	$6,989.00	$8,735.00
6th - 8th Grade	$7,654.00	$9,521.00
6th - 8th Grade Discount 2nd Child	$7,475.00	$9,295.00
6th - 8th Grade Discount 3rd Child	$7,297.00	$9,070.00
6th - 8th Grade Discount 4th Child	$7,118.00	$8,844.00

Consumable Book Fees

PreK3 & 4	$100	K5 - 3rd Grade	$150
4th - 5th Grades	$170	6th - 8th Grades	$200

***Augmentative Learning and Support Fee: $350**

(Includes software, administrative support, upgrading, licensing, and monitoring)
**This does not include replacement of equipment.*

Before and Aftercare Program

	One Child	Two Children	Three Children
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

Additional Fees

FACTS Fee	$ 75.00	Uniform Card	$300.00
K5 Promotion	$200.00	8th Grade Promotion	$275.00
Outdoor School Grades 6-8 Only	$400.00	NJHS (if selected)	$ 75.00

PAYMENT SCHEDULE

Enrollment/Registration: To ensure enrollment for the 2025-2026 school year, registration must be completed by August 8, 2025. Late registration fee begins on August 9, 2025. Students are accepted on a space-available basis.

Late Fee: After August 8, 2025, a $50.00 per child late registration fee will be imposed.

PAYMENT SCHEDULE

- 5% (five) percent of the annual tuition and all fees are due by August 8, 2025.

- The balance of tuition care is to be paid through FACTS Tuition via automatic payments from bank accounts or manual credit card payment. Scheduled payments are to be made using one of the following options:
  - Annually – a 7% discount on **tuition only** will be credited if paid on or before August 8, 2025.
  - Semester – a 2.5% discount on **tuition only** will be given for the first semester if paid at registration on or before August 8, 2025, and for the second semester if paid on or before the 1st 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.
  - Monthly - 9 payments, September 5th through May 5th, September 20th through May 20th, or September 30th through May 30th.
  - Monthly - 10 payments, September 5th through June 5th, September 20th through June 20th, or September 30th through June 30th.

- Those who default or cancel FACTS Tuition contracts may be assessed a fee.

- Delinquent Accounts – Accounts that are thirty (30) days past due are considered delinquent. After FACTS sends automatic delinquency notices, the Business Manager will contact families via email regarding possible payment arrangements. A prompt response is expected. Students with delinquent accounts may be temporarily withdrawn from school and will not receive report cards, transcripts, or other academic records. Participation in end-of-year activities, including graduation, will also be suspended. If arrangements are made and honored, the student may return. If not, a formal withdrawal notice will be sent by email and postal mail. No records, report cards, or transcripts will be released until payment arrangements are in place and payments are being made.

- 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: 2nd child – 5% off tuition, 3rd child – 10% off tuition, 4th child or more – 15% off tuition.

- Refunds - If a student withdraws from school on or before the 15th of the month, 50% of the tuition charge for that month will be refunded. If a student withdraws from school after the 15th 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. The following medications can only be dispensed by the student with the parent's written consent: inhaler, nebulizer, and Epi-Pen. The medication packaging must include the student's name, doctor's name, dosage, and instructions.

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 the student, the family, and the school as a whole. When students are absent or tardy, 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, 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 for excused absences and tardies.
- 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, i.e. Professional Development Wednesdays, the day before a scheduled break, etc. There is no aftercare on special days.

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

Absences 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.

Truancy

According to Washington, DC policy, students between 5 and 13 years old who have 10 or more absences within a school year will be referred to the Child and Family Services Agency (CFSA) for possible action. Truancy from school may result in the student's name being submitted to the District of Columbia's truancy list.

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. Missed instruction and assignments due to unexcused tardiness **CANNOT BE MADE UP**.

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. The time available for completing make-up work due to excused tardiness will correspond to the duration of the tardiness.

Unexcused Tardiness

Traffic, oversleeping and other excuses not determined acceptable by the administration are considered unexcused tardiness. Instruction and assignments missed due to unexcused tardiness will not be made up. Parents of students with four (4) or more unexcused tardies are required to meet with the principal to discuss the tardiness issue and develop an action plan for improvement. Excessive absences may lead to consideration for retention, request to withdraw and/or referral to the Executive Committee for expulsion.

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 and all students will attend school virtually. 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, rainstorms, 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 Kindergarten – 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 and PreK4**
  - Parents are to drop their child(ren) 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.
  - There is no parking in the driveway or blocking the driveway entrance. The driveway and its entrance must be kept clear of vehicles at all times.

After 8:05 AM

Students from PreK3 to 8th grade arriving after 8:05 AM must be escorted by parents to the office where they will receive a late slip. Tardy PreK3 and PreK4 students will be escorted to their building by a staff member at the earliest convenience.

Dismissal Procedures

- 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.

- **Grades Kindergarten – 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 PreK3 and PreK4**
  At dismissal time, pickup persons will ring the bell and wait outside the Kindergarten Building. Students will be escorted to their meet their parents.

- **NO RE-ENTRY AFTER DISMISSAL**
  For the safety and security of all students, re-entry into the building or classroom is not permitted once a student has been dismissed.
  - **Building Re-Entry:** Once a student has exited the building at dismissal, they may not return inside for any reason. Parents should ensure their child has collected all necessary belongings (backpack, homework, lunchbox, coat, instruments, etc.) before leaving. Forgotten items can be retrieved the following school day.
  - **Classroom Re-Entry:** Once a student has been dismissed from their classroom to another program—such as aftercare, extracurricular activities, or sports—they may not return to the classroom to collect forgotten items. This rule applies even if the student remains in the building for another program.

  Once a teacher has officially dismissed a student—either from the building or from their classroom—responsibility for that student shifts, and staff are no longer assigned to monitor classroom or building re-entry. This policy is in place to protect student safety and maintain building security.

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.

Fees
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
- Aftercare - $25.00 to be paid at the time of use
- Aftercare 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. Parents will be called if their student is not in complete uniform. Uniform infractions may warrant student being 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. Hoodies are not to be worn in the school building. On out-of-uniform days, students will be sent home if their choice of clothing is deemed inappropriate.

Dress Down

Students should wear play clothes that are modest, clean, and easy to move in. Avoid tight-fitting, low-cut, and sleeveless outfits. Ripped clothes and crop tops are not allowed. Skirts and dresses must be at or below the knee. Shorts are not allowed for students in grades 4-8. Clothing should not have logos, images, or messages that conflict with our Christian values. We want our students to enjoy active play while upholding respect for themselves and others.

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 Cardigan

(Grades 6-8 Only)

- Light Blue Oxford Shirt (No Polo Shirts)
- Navy Blue and Gold Striped Tie (available at FlynnO'Hara Uniform Store Only)
- Navy Blue Blazer with School Emblem (available at FlynnO'Hara 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 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 FlynnO'Hara Store Only)
- Navy Blue Blazer with School Emblem (available at FlynnO'Hara 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. Please note: there are no public restrooms available. Restroom facilities are for student and staff use only.

Playground and Black Top
The playground and black top are both designated for student use under faculty supervision. For safety and supervision reasons, students may not use the playground before school or after dismissal unless under faculty/staff supervision.

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.

To maintain a safe and orderly environment during school hours, we kindly ask parents and guardians to refrain from gathering near the Kindergarten House or the main campus entrances during drop-off and pick-up times. Prolonged gatherings in these areas can obstruct visibility, disrupt supervision, and create safety concerns during high-traffic transition periods.

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/

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, HIS WORD AND COMMITMENT TO THE CHURCH** – 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. Desire to know, live out, and share the basic tenets of the Seventh-day Adventist Church.
2. **EDUCATION** - Equip students to think critically, pursue truth, reflect Christlike character, and live with eternity in view through every subject studied.
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.

SPELLING BEE

As part of the curriculum of Dupont Park Adventist School, 3rd – 8th grade students participate in an annual Spelling Bee. The winners of the local Spelling Bee represent their school in the annual Allegheny East Conference Spelling Bee. All winners of the Spelling Bee are required to attend the regional Spelling Bee and represent the school.

STEM FAIR

As part of the Dupont Park Adventist School curriculum, all 3rd–8th grade students participate in the annual local STEM Fair. Students are grouped by category:

- 3rd–4th grade
- 5th–6th grade
- 7th–8th grade

From each group, a select number of students will be chosen to represent DPAS at the Allegheny East Conference Regional STEM Fair. Those selected are required to attend and represent the school at the regional level. Only three (3) students will be selected overall to advance. Selection is based on the criteria provided by the teacher in September which includes:

- Must have a B or higher in science class.
- Project board must be submitted by the DPAS deadline: February 4th.
- Must place 1st, 2nd, or 3rd in the Local STEM Fair.
- Must have no Phase 3 or 4 disciplinary actions in Quarters 2–4.
- Must demonstrate strong communication and scientific vocabulary.

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. Students may receive grades for Chapel participation.

FACTSMANAGEMENT

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.

The following is the established grading system for all the schools of the Allegheny East Conference:

NORTH AMERICAN DIVISION GRADES PREK – K5

NAD Grade K5	*Explanation*
I	Independently achieves objectives and performs skills
PT	Progressing toward objectives and performing skills
NT	Needs more time to develop

NORTH AMERICAN DIVISION GRADES 1 – 2

NAD Grades 1 – 2	*PERCENTAGE*
E	94
E-	90
S+	80
S	73
S-	70
N	0

NORTH AMERICAN DIVISION GRADES 3 – 8

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

Graduation Eligibility and Academic Honors

8th Grade Graduation Requirements: To be eligible for an Eighth Grade Diploma, students must satisfactorily complete the required course of study for 8th grade. This includes earning a passing final average of at least 62% (D-) in each core subject: Bible, Language Arts, Math, Science, and Social Studies.

- Students who fail one or two of these core subjects must attend and successfully complete summer school before being promoted to 9th grade.
- Students who fail three or more core subjects will be required to repeat 8th grade.
- Students who do not meet the full graduation criteria will receive a Certificate of Completion rather than a diploma.
- All financial obligations must be met by the 10th of May to participate in Graduation activities.

Class Ranking Honors: Students will be ranked based on their cumulative GPA from 6th through the 3rd quarter of 8th grade.

- The student with the highest cumulative GPA will be recognized as Valedictorian.
- The student with the second highest cumulative GPA will be recognized as Salutatorian.
- Students must have completed at least two full academic years (enrolled four full quarters each year) at the DPAS prior to graduation.
- To qualify for either honor, students must have a minimum GPA of 3.5 or higher, along with strong attendance, conduct, and citizenship throughout their time at DPAS, as determined by the teachers and principal.
- Final selection is based on the weighted GPA calculated to the hundredths place (0.00). In the event of a tie, students will be designated as Co-Valedictorians or Co-Salutatorians.
- If no students meet the 3.5 GPA requirement, these honors will not be awarded.

Honor Guards

Honor Guards with the highest 6th and 7th grade cumulative G.P.A. are chosen from the 7th grade class to participate in the 8th grade graduation ceremony. They must attend all practices and maintain good attendance and behavior as determined by the teachers and principal.

Passing of the Torch Ceremony: In years where no 7th graders meet the GPA requirement for Honor Guard status, a "Passing of the Torch" ceremony may take place. This symbolic moment recognizes the transition of leadership from the graduating 8th grade class to the upcoming 8th grade students. Participants in this ceremony are selected by faculty and administration based on character, conduct, and potential for leadership.

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:

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

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**
- **OUT OF UNIFORM:** Not wearing the required school uniform, wearing it incorrectly, including unauthorized clothing, shoes, accessories, or hairstyles that do not comply with the school's dress code policy.
- **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.
- **UNAUTHORIZED USE OF A PERSONAL DEVICE** - Use of personal devices on campus is strictly prohibited on school campus, before, during, and after school dismisses.

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 -Ch** 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.
- **PLAGIARISM** - Taking phrases, sentences, paragraphs, or entire passages from a source and presenting them as one's own without quotation marks or attribution. Use of ChatGPT to generate answers or complete assignments that require independent thinking or creativity.
- **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.

- **SOCIAL MEDIA MISUSE** – student's use of any device or the school's internet to access or post content that references the school's name, uniform, staff, students, or any school-related imagery without permission; includes any posts that disrupt the school environment or harm the school's reputation.

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**

- **RECORDING, SHARING, OR POSSESSING INAPPROPRIATE OR ILLEGAL CONTENT** - Students are strictly prohibited from recording, sharing, or possessing any content—digital, written, or visual—that is inappropriate, offensive, or illegal.
- **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 students being suspended.
- Any assignments including classwork, homework, tests, or quizzes assigned or collected on the day(s) a student is suspended must still be completed to demonstrate mastery of the skills covered. All assignments are **due on the original due date**, unless otherwise approved by the teacher. This work will **not** be recorded for a grade in the grade book.

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 possreession
- 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.

Field Trips

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. Students will be graded on field trip related assignments provided by the teacher. All PreK and Kindergarten field trips require all parents to chaperone and provide transportation for their child. Some 1st, 2nd, and 3rd grade field trips will require all parents to chaperone and provide transportation for their child. 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.

Chaperones

Field Trip Chaperone Policy

To ensure the safety and well-being of all students, **Dupont Park Adventist School** requires the following procedures for all field trip chaperones:

Chaperoning Your Own Child

Parents or legal guardians who wish to chaperone only their own child must:

- Complete the Sterling Volunteers background screening (renewed every three years)
- Submit a valid certificate of clearance to the child's teacher prior to the field trip

Chaperoning Other Students

Any adult—including family members such as grandparents, aunts, uncles, or older siblings—who will chaperone a child who is not their own or whom they are not the legal guardian of must:

- Complete the Sterling Volunteers background screening
- Submit a Criminal Record Check
- Submit a Child Protective Registry Report
- Submit a Fingerprint Background Report
- Have the parent or legal guardian provide written consent allowing them to chaperone their child

This applies even if the chaperone is a close family member. No exceptions will be made for relation or familiarity.

Chaperoning a Class with the Teacher

If a non-parent/legal guardian is chaperoning under the supervision of a teacher for a class or group (e.g., general supervision, assigned to a group of students), they must complete all background clearances listed above.

All documentation must be submitted and approved at least one week before the date of the field trip to participate.

Grievance and Appeal Procedure

Grievance And Appeal Procedure

When any parent has any claim of misinterpretation, inequity, violation of policy or complaints of any kind, the following procedure should be used:

1. Parents should address all issues and concerns through school personnel first. If the concern involves a classroom matter, it should be addressed with the teacher.
2. If a reasonable solution cannot be agreed upon, the principal should be the next level of administration to be brought into a conference.
3. The principal will contact the appropriate committee member of the School Board if the issue needs further hearing.
4. The committee member of the School Board recommends actions to the complete School Board.
5. If the Board is unable to resolve the issue, appeals may be made respectively to:
   - Allegheny East Conference Department of Education
   - Columbia Union Department of Education

The school principal will guide the person with the grievance through these steps.

Parent-Teacher Conciliation Procedure (Columbia Union Code 3065)

A. Purpose The following conciliation procedure based on Matthew 18 and I Corinthians 6 will be used for resolving problems that may arise between parents and teachers. The objective is to resolve the problem on an informal basis, if possible, and then on a formal basis if necessary. This procedure pertains to misunderstandings between parents and teachers. It should not be used for handling disputes over student misbehavior or employment practices (see Code 3500, 9650).

B. Procedure

Step One: The parent should first talk with the teacher and attempt to resolve the problem informally. If the problem persists, each additional step shall be employed until the problem is resolved.

Step Two: The parent should then ask the school principal to help resolve the problem informally. (This step would be skipped if the teacher is also the principal.)

Step Three: The parent should then contact the local school board chair who will attempt to resolve the problem informally.

Step Four: The school board chair will convene a formal meeting of either the school board's executive/personnel committee or full school board, depending on procedures

adopted by the school board for such situations. When such a meeting takes place, the local conference superintendent must be informed of a potential problem.

Step Five: The parent should then contact the local conference superintendent and explain the problem in writing. The superintendent will attempt to resolve the problem by meeting with the parent(s), teacher, principal, and school board chair.

Step Six: The parent should then ask that the matter will be referred to the local conference K-12 board of education or its duly appointed committee that deals with such matters. The decision at this level will be final.

After School Detention

Dupont Park Adventist School
Detention Guidelines

I. General Information

- After School Detention will be held on 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.

Detention Schedule	
Detention Received	***Serve Detention On***
Monday or Tuesday	The immediate Thursday
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 Thursday, detention will be held on Thursday.*

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. Attending Parent-Teacher conferences is critical to scholar's success. It becomes increasingly difficult to challenge scholar's progress if parents do not attend conferences regularly. Thus, 1st – 8th grade parents and students must attend a minimum of two parent-teacher conferences together.

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 the email address that was provided to DPAS and designated to receive correspondence. 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.

Toys

Toys are not allowed to be brought to school except upon the request of a teacher. Dupont Park Adventist School will not be responsible for lost, damaged or stolen items which are brought on campus.

Personal Electric Devices

Students are not permitted to bring smart watches, tablets, iPads, radios, IPODS/MP3 players, or other audio equipment on campus. Bringing them will result in confiscation. Students are not allowed to wear AirPods, headphones, or other listening devices while on campus. Elementary students will wear listening devices when instructed by their teacher. 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 a cell phone on campus **BUT** they must keep the device turned off and stored in their backpack before entering campus. The phone must remain off, in their backpack, and unused for the entire duration of the school day. This includes before school, during school hours, after school, before-care, aftercare, and all school-sponsored field trips or off-campus events. Cell phones may not be used in any area of the campus, including classrooms, restrooms, hallways, the multipurpose room, or outdoor spaces such as the playground or blacktop.

Violations of this policy may result in the confiscation of the phone, which will only be returned to a parent or guardian. Repeated offenses may lead to disciplinary action in accordance with the school's Code of Conduct. The school reserves the right to enforce this policy in order to maintain a safe and focused learning environment. Parental support in upholding these expectations is both essential and appreciated.

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.

SOCIAL MEDIA MISUSE – Student's use of any device (personal or school-issued) or the school's internet/network to access, post, record, or share content on social media platforms that references the school in any form is strictly prohibited. This includes, but is not limited to, the student's use of the school's name, uniform, logo, faculty/staff, students, or any image, video, or language that can be reasonably connected to the school. Such activity, whether on or off campus, that causes disruption to the school environment, damages the school's reputation, or violates student privacy may result in disciplinary action, including suspension or expulsion. Student's use of school-issued devices and internet is monitored and must align with all school policies.

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.

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 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.

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 the 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.

RECESS

The school will provide equipment for students to use during recess. Playground rules are made with the safety of students in mind. Playground supervisors will be the ultimate authority on what is safe and unsafe. It is in the students' best interest and safety to cooperate with ANY playground supervisor. Rules include (but are not limited to) the following:

- Throwing snowballs, rocks, rubber chips, etc. could result in hurting or offending someone, and therefore is not permitted.
- Climbing on bushes, trees, railings, or fences on the school grounds is not permitted.
- Bringing personal play equipment to recess is not permitted.

LOCKERS

- Grade 4 - 8 students will be assigned a locker.
- No student may use an unauthorized locker.
- Students may not share lockers.
- School authorities may open lockers unannounced.
- Inspections of lockers will occur periodically. Coats, book bags and other allowable items should be stored in the lockers. Students are responsible for maintaining the care of their personal belongings.

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 the school. Parents are encouraged to check 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 and School Association and fundraising activities.

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.

PARKING

To ensure safety and smooth operation, vehicles must not block driveways, walkways, or designated parking areas for the principal, business manager, faculty, and staff.

Virtual 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 Virtual 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 to 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 with the teacher’s permission.
- 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 VIRTUAL 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 FactsManagement parent alerts.

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 representative, 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 Virtual 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 and computer use 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 or assigned computer 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 and assigned computer for educational purposes only. In using the Internet and assigned computer, the student agrees to obey all federal and state laws and regulations. The student also agrees to abide by any Internet and computer 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 or computer, the student shall be subject to disciplinary action in accordance with the student handbook.

4. **"MISUSE OF THE DUPONT PARK ADVENTIST SCHOOL'S COMPUTER OR ACCESS TO THE INTERNET"** includes, but is not limited to the following:
   a. using the Internet or computer 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 or computer 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 computer; 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, on the computer, or in an email. Personally identifying information includes full names, address, and phone number.
   p. using the network or computer 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 or computer to unauthorized individuals.
   v. failing to obey school or classroom Internet and computer user rules.

w. taking part in any activity related to Internet or computer use which creates a clear and present danger of the substantial disruption of the orderly operation of the Dupont Park Adventist School.

5. **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.
6. **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 and/or computer, 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.
7. **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 or computer. 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, during, 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

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Date