

# Destiny Christian Elementary

~ A Ministry of Destiny Christian Church ~

## Handbook - Policies & Procedures

Updated January 2019

### Welcome to Destiny Christian Elementary!

Thank you for choosing Destiny Christian Elementary. We are excited to partner with you, your child and your family. We desire to offer a Christian education filled with excellence that will meet the spiritual, academic, social, emotional and relational needs of your child. Your child will develop a solid spiritual and academic educational foundation that will last a lifetime.

Kindergarten was started in 2010 as an academic institution that operates as a ministry of Destiny Christian Church. In 2018, we expanded to include a true transitional kindergarten as well as a first grade. For 2019 second grade will be offered and plan is in place to offer one additional grade per school year until third grade is reached. We offer extended hours in the early morning and late afternoons as a courtesy for parents who request it. We identify ourselves as an academic institution that values high academic standards, community partnership, and biblical infusion through all subjects. We have found that empowering children to make healthy choices in their early years allows them to be successful as they continue throughout their elementary school years. With that in mind, we look for opportunities daily to guide and allow children to make healthy choices. This parent handbook has been compiled to acquaint you with our philosophies, policies and procedures. Please take time to read through this entire handbook and familiarize yourself with our school and our ideals.

### The Assemblies of God Statement of Faith

- The Bible is God's Word and His plan for me.  
2 Timothy 3:15-17; 1 Thessalonians 2:13; 2 Peter 1:21
- There is one true God. God the Father, Jesus, and the Holy Spirit are one.  
Deuteronomy 6:4; Isaiah 43:10,11; Matthew 28:19
- Jesus is God's Son.  
Matthew 1:23; Luke 1:31,35
- Everyone has sinned.  
Genesis 1:26,27; 2:17; 3:6; Romans 5:12-19
- I can be a Christian because Jesus died for me.  
Luke 24:47; John 3:3; Romans 10:13-15; Ephesians 2:8; Titus 2:11; 3:5-7
- I obey and remember Jesus when I take Communion and am baptized in water.  
2 Peter 1:4, 1 Corinthians 11:26, Matthew 28:19; Mark 16:16; Acts 10:47,48; Romans 6:4
- The baptism in the Holy Spirit is God's gift to me.  
Luke 24:49; Acts 1:4,8; 1 Corinthians 12:1-3, Acts 2:42
- When I am baptized in the Holy Spirit, I will speak in tongues.  
Acts 2:4, 1 Corinthians 12:4-10, 28
- With God's help, I can become more like Jesus.  
Romans 12: 1,2; 1 Thessalonians 5:23; Hebrews 13:12, Romans 6:1-11; 8:1,2,13; Galatians 2:20; Philippians 2:12,13; 1 Peter 1:5
- God uses the Church to do His work.  
Galatians 5:22-26; 1 Corinthians 14:12; Ephesians 4:11,12; 1 Corinthians 12:28; Colossians 1:29
- God uses spiritual leaders to help me grow.  
Mark 16:15-20, John 4:23,24, Ephesians 4:11-16
- God heals.  
Isaiah 53:4,5; Matthew 8:16,17; James 5:14-16
- Jesus is coming soon.  
1 Thessalonians 4:16-17; Romans 8:23; Titus 2:13; 1 Corinthians 15:51,52
- For a thousand years, Jesus will lead a time of peace on earth.  
Zechariah 14:5; Matthew 24:27,30; Revelations 1:7; 19:11-14; 20:1-6
- Those who do not follow Jesus will be separated from God forever.  
Matthew 25:46; Mark 9:43-48; Revelations 19:20; 20:11-15; 21:8
- Those who follow Jesus will live with God forever.  
2 Peter 3:13; Revelations 21,22

### Affiliations

Destiny Christian Elementary is a member in good standing of the Association of Christian Schools International (ACSI).

## Teaching Philosophy

At Destiny Christian Elementary we believe the family is the first teacher developing the framework for children to become effective learners. Our goal is to partner with parents in this process and link learning at home with learning at school. We believe that every student has great potential to learn. By setting a positive example to students, our Teachers model lifelong education and a love for God's word.

We apply a modified Core Knowledge Sequence for learning with Language Arts, History, Visual and Performing Arts, Music, and Geography, supplementing with Purposeful Design ACSI Bible and Spelling curriculum, McGraw Hill My Math, Scholastic Readers & Alphafriends Phonics, and NGSS science curriculum that meets or exceeds common core state standards. Service projects, physical education, literature studies, and foreign language instruction round out our classroom curriculum.

## Mission Statement

Our mission is to help students know and honor God, prepare for a lifetime of academic and spiritual learning, and serve others.

Colors: Green and White

Scripture: Let us learn together what is good. Job 34:4

## Expected Goals

Students will learn to know and honor God through Bible memorization, developing a relationship with Jesus through prayer and worship, and develop integrity in their walk with the Lord by exhibiting fruits of the Spirit. (Galatians 5:22-23)

Students will prepare for a lifetime of academic and spiritual learning through rigorous curriculum content that meets each student's individual needs, while being provided standards and benchmarks to meet their individual learning goals. Biblical applications will be found through the love and joy of learning together what is good. (Job 34:4, Psalm 32:8, Psalm 126:3)

Students will willingly serve others as they desire to have a servant's heart, while developing a biblical world view and showing love to those around them. (Matthew 23:11-12, Luke 10:27)

## What We Offer

Enrollment in Destiny Christian Elementary is open as follows:

Transitional Kindergarten: children must turn 4 years old between August 1 of the current year and January 5 of the next.

Kindergarten: children must turn 5 years old by September 1 of the current year.

First Grade: children must turn 6 years old by September 1 of the current year.

Second Grade: children must turn 7 years old by September 1 of the current year.

Third Grade: children must turn 8 years old by September 1 of the current year for the 2020-2021 school year.

Exceptions to these age requirements are made at the sole discretion of the School Administration.

Children with special needs will be admitted on an individual basis with due consideration to the program offered and the needs of the child. Children who require the full-time support of a classroom tutor employed or chosen by the parents through a private organization must meet with the School Administration prior to acceptance. No child will be excluded solely on the basis of gender, race, religion or ethnic background.

Our scripturally based curriculum will enhance children's faith and character qualities in ways that honor Christ, while meeting or exceeding nationwide Common Core Standards adopted by the California State Board of Education. Our Teachers utilize a modified Core Knowledge Sequence for learning with Language Arts, History, Visual and performing Arts, Music, and Geography, supplementing with Purposeful Design ACSI Bible and Spelling curriculum, McGraw Hill My Math, Scholastic Readers & Alphafriends Phonics, and NGSS science curriculum that meets or exceeds common core state standards. Service projects, physical education, literature studies, and foreign language instruction round out our classroom instruction.

## Teaching Team

At Destiny Christian Elementary, everyone on our team loves children. All members of the teaching team including the School Administration, Teachers and Teaching Aides are Christians with a strong personal relationship with Jesus Christ as Lord and Savior. Kindergarten, First, and Second Grade Teachers hold a California Teaching

Credential. Our Transitional Kindergarten Teacher has extensive knowledge and training to prepare children for a successful Kindergarten experience. Team members are strongly encouraged to continue their professional development and education. Team development is conducted throughout the year and includes in-house workshops as well as attending professional development conferences. All team members are trained in CPR and First Aid. Substitutes may be used from time-to-time due to team member illness and scheduled time off.

### School Rules

1. Make Good Choices- "Choose this day who you will serve" Joshua 24:15
2. Use Kind Words- "May the words of my mouth be pleasing... O, Lord" Psalm 19:14
3. Keep Your Hands to Yourself- "Prepare your mind for action, be self-controlled" 1 Peter 1:13
4. Be a Good Listener- "Listen to my instruction and be wise" Proverbs 8:33
5. Walk in the Classroom and Hallway- "Jesus came and walked along with them." Luke 24:15

### Class Placement

A formal assessment may be scheduled before or after enrollment paperwork is finalized and a child's registration fee is paid. This initial interview and evaluation allows for the teaching team to meet a child and assess their skills and abilities. This information is used to determine if Destiny Christian Elementary is a good fit for the child and/or develop a personalized learning plan so each child is placed in the optimal classroom learning environment.

### Hours

Regular school hours are Monday through Friday 8:15am – 3:15pm.

On minimum days, school hours are 8:15am – 1:15pm.

The last Friday of each month is a minimum day allowing Teachers the opportunity to participate in professional learning and collaboration meetings.

Office hours are Monday through Friday 7:45am – 3:45pm. On minimum days office hours are 7:45am – 1:30pm.

### Before & After School Care

Destiny Christian Elementary offers before and after school care through our Extended Day Ministry. Our morning care runs from 7:00am – 8:15am and our after school care runs from 3:15pm – 6pm. A child must be enrolled in our school to qualify for Extended Day Ministry. After school care for scheduled minimum days is included for those who are already enrolled in after school care. It is available for an additional fee of \$20 each time and requires pre-registration for those who are not enrolled. Availability is limited.

Monthly rates for morning care are: \$65.00 per month. Monthly rates for after school care are: \$175.00 per month. These rates are not pro-rated per hour, nor are they pro-rated based on the number of days used for before/after school care each week. Parents who utilize before and/or after school care pay the monthly rate regardless of the days/times used.

### Drop in Before & After School Care

With 24 hours notice and if space allows, drop in for our Extended Day Ministry may be allowed. There is a flat daily rate regardless of drop off or pick up time. Daily rates for drop in before school are: \$10.00. Daily rates for drop in after school are: \$20.00. Standard rates apply to add days or times permanently. Only 3 (three) drop in occurrences are allowed each month before the standard rates apply for before and after school care.

The parent of any child remaining on campus after 3:30pm will be charged the daily drop in fee of \$20.00 for after school care and the child will be placed in the after school care classroom. The parent of any child remaining in after school care after 6:00pm will be charged \$5.00 per minute per child. If a parent/guardian arrives after 6:00pm, the time the Extended Day Ministry closes, more than three (3) times during a school year, the late pick up fee increases to \$10 per minute for the remainder of the school year. A child may be excluded from the Extended Day Ministry program if a parent/guardian arrives after 6:00pm more than five (5) times during the school year. When a parent arrives late, they must pay in the school office no later than the next school day.

If a parent knows they will be late, they may call the school office at (916) 788-2827 x 0 at least 30 minutes prior the end of the school day (no later than 2:45pm on regular days and 12:45pm on minimum days) and will be allowed to pay the \$20 per hour drop in care rate to extend the child's day. This does not apply to late pickups after 6pm.

## Tuition Rates 2019-20

	School Only 8:15am - 3:15pm <i>parent provided am snack</i>	AM Care & School 7:00am - 3:15pm <i>parent provided am snack</i>	School & PM Care 8:15am - 6:00pm <i>parent provided am snack and school provided pm snack</i>	Full Day School AM & PM Care 7:00am – 6:00pm <i>parent provided am snack and school provided pm snack</i>
<b>Monday – Friday</b> 5 days per week	<b>\$6000 annually</b> 10 monthly payments of <b>\$600</b> (August – May)	<b>\$6650 annually</b> 10 monthly payments of <b>\$665</b> (August – May)	<b>\$7750 annually</b> 10 monthly payments of <b>\$775</b> (August – May)	<b>\$8400 annually</b> 10 monthly payments of <b>\$840</b> (August – May)

Tuition rates are based on annual costs for the ten month school year which runs from August through May. No discounts will be given for holidays, field trips, or days missed because of illness. Children enrolled in Extended Day Ministry pay a flat rate for the am or pm care option per the tuition chart shown above. Rates for Extended Day Ministry will not be pro-rated for actual hours attended that vary from day to day or week to week. Only the School Administration may make an exception for this policy.

During the summer months (June and July) a Summer Camp program may be offered and will be considered a separate program with separate leadership, registration, and rates.

An annual registration fee of \$250 is due at time of registration to secure class placement. Please note that the registration fee is non-refundable. DCP will allow a 2 for 1 registration fee for families who enroll two or more siblings within the same school year. The family is required to pay the \$250 Elementary registration fee and their preschool child/ren are enrolled for free.

The registration fee is waived for military families who provide a copy of an active military id.

Tuition is due on the 1<sup>st</sup> of each month. After the 5<sup>th</sup> of the month there is a late fee of \$25.00 due. Payment may be made by personal check, cashier's check, or money order. No cash is accepted. Checks are made payable to: Destiny Christian School or DCP.

Returned checks that are not reconciled prior to the 5<sup>th</sup> of the month are considered late. A \$25 processing charge will be applied for all returned checks. Cashier's checks are required for tuition payments after two returned checks.

Accounts that become thirty days delinquent will result in suspension of the student until the account is current. The student will be readmitted when all past due bills are paid.

After the first day of school, new students enrolling on the 1<sup>st</sup> – 15<sup>th</sup> of any month will be required to pay the full month's tuition on their first day of attendance. New students enrolling on the 16<sup>th</sup> – 31<sup>st</sup> of any month will be required to pay half of the monthly tuition amount on their first day of attendance.

A \$25.00 discount per child is given to families with two or more children enrolled in the preschool and/or elementary school program at the same time. A 5% discount off of the total yearly tuition is given to families who pay for an entire school year in two payments: August – December by September 1<sup>st</sup> and January – May by January 15<sup>th</sup>. Please see the School Administration if you other arrangements are needed for a payment schedule.

### Lunch Program

Children may bring their own lunch from home. If parents choose, lunch may be purchased for \$3 per day or a flat rate of \$54 per month. If the flat rate is chosen, credit is not given for student absences. Monthly lunch menus are posted on the school website and in the classroom. Meals are well-balanced and contain the recommended daily allowance of grains, protein, fruits, vegetables, and dairy for children ages 4-10. Milk is included with lunch. Lunches must be paid for in advance online at the school website. Any child who does not bring a lunch from home and has not paid for a lunch in advance will be given a school lunch and parents will be charged \$5 to ensure no child goes hungry while at school.

A "just milk" option is available and may be purchased online in advance. Milk is 50¢ per day.

## Uniforms

Our uniforms are meant to be budget friendly and encourage students to dress in clothing that will promote a constructive, educational atmosphere free from distractions. Elementary students are required to wear long-sleeved or short-sleeved hunter (dark) green colored collared shirts free from designs and patterns along with black or khaki pants/skirts.

Girls may wear solid colored black or khaki uniform jumpers. Solid colored sweaters or sweatshirts (of any color) without design or print may be worn in colder months. Clothing must be modest for both boys and girls and must completely cover the stomach and midriff area when arms are raised.

Tennis shoes or rubber soled closed toed shoes and socks are required and are the most appropriate choice for shoes at all times. Sandals, flip-flops, and open-toed shoes are not permitted. Parents of children wearing improper shoes will be asked to return to school with an appropriate pair of shoes for their child to change into before the child is allowed to return to class.

**All student's personal possessions at school including jackets, backpacks, water bottles, etc. must be labeled with their name**

## Arrival & Pick-Up

Students will only be released to individuals authorized to pick up as noted on the student's emergency card. If an individual not on the list arrives at the school to pick up a student, the school will not dismiss the child until parents have been reached for authorization. There are no exceptions.

Designated parking, drive through lines, and class line up spaces along with the most current drop off and pick up procedures for the current school year will be determined each July and emailed to parents before the first day of school.

At the beginning of the school year, families are given two orange pick up cards with their child's last name. Please have these laying on dashboard of the passenger side of the car picking up the child while using the designated pick up line.

Please DO NOT leave infants, toddlers or young children under 6 years old unattended in a car (regardless of whether the engine is running or not) during drop off or pick up a child. It is not safe, nor is it legal, unless there is a child 12 years or older in the car. The school's 5 minute parking spots are NOT designed so infants, toddlers, or children under 6 remain unsupervised in a vehicle while drop off and pick up is taking place. If assistance is needed at drop off or pick up, please call the school office at 916.788.2827 and press 0. If someone is available, the office staff will be happy to assist. Parents who violate this policy may be subject to immediate termination from school.

The Destiny Christian Elementary campus is a closed campus and students may not leave school grounds, even during recess and lunch, unless prior arrangements with the school office have been made. If a child needs to leave before the end of the school day, the parent or legal guardian must come to the school office, sign for their child to leave, then wait as the office calls the classroom for the student.

Students may be dropped off no earlier than 8:00am, unless they are sign up for morning care. All students should walk to the designed line up area and wait for the classroom Teacher. Any student arriving on campus before 8:00am will be placed in before school care and parents will be charged the daily morning drop in rate. Students will be excused from class at 3:15pm. Students may be picked up after school in the designated drop off/pick up area no later than 3:30pm. Any student remaining on campus after 3:30pm will be placed in afterschool care and parents will be charged the daily afternoon drop in rate.

## Sample Schedule

- 8:10 First Bell Rings - Doors to School Open  
*(Please note that children line up outside beginning at 8:00am - NO EARLIER)*
- 8:20 Tardy Bell Rings  
Bible / Language Arts
- 9:30 Recess Break  
Small Group Rotations Reading / Math
- 11:30 Lunch/Recess

12:30 DEAR time Drop Everything and Read / Journals  
Large Group Rotations Geography / Social Studies / Science / Art  
Specials / PE  
3:15 Pack Up & Dismissal

### Water Bottles

Water is available to all students whenever they wish. However, Teachers encourage the use of individual water bottles to keep students hydrated and healthy. Students are required to bring a water bottle labeled with the child's name. Only water may be consumed in class inside the water bottle unless a medical condition exists. In that case a note from the child's doctor must be on file in the school office.

### Back Packs

All students are required to bring a backpack to school every day. It must be labeled with their last name and room number between the back straps and contain a complete change of clothes (pants/shirt/socks/underwear) stored in a gallon sized zip lock bag. Due to space concerns, NO ROLLING BACKPACKS are allowed.

### School Supplies

Destiny Christian Elementary provides the necessary curriculum and supplies for the school year. Tuition covers the cost of most classroom supplies. From time to time Teachers may request specific items necessary for a learning unit. For parents who wish to contribute additional supplies, Teachers will hand out a list at Back to School Night.

### Chapel

Once a week, students will participate collectively in Chapel Worship Time on Tuesday mornings at 8:30am. Chapel is held in the children's ministry worship area upstairs and parents are always welcome to attend.

### Scripture Memorization

Destiny Christian Elementary encourages the memorization of scripture for every child as part of the Bible curriculum. The Bible tells us in Psalm 119:11, "I have hidden your word in my heart." The NIV version of the Bible will be the primary version used for scripture memorization and classroom reading. Classroom Teachers may use other versions to enhance learning.

### Tardys & Absences

We expect families to be on time for school and attend school each day it is in session. Please make every effort to make personal appointments before or after school so the classroom routine is not interrupted.

Children are considered tardy if they arrive after all classes have left the line up area. Families who are tardy two or more times during a one month period shall have a parent Teacher conference to discuss the necessity of arriving to school on time. Families who consistently arrive tardy after the initial meeting with the Teacher shall conference with the School Administration. Five tardys will equal one absence. Tardys and absences are recorded daily and become part of a child's permanent school record. This record will follow students throughout elementary school.

All student absences must be reported to the school. Parents must use the absence reporting form on the website or call the school at 916.788.2827 x 2 and let the office know by 9:00am if a child will be absent. Missed classroom work due to student absences may be requested by emailing the classroom Teacher.

If a child must leave school earlier than 3:15pm, please call the office or send a note for the classroom Teacher with your child in the morning. Do not rely on email, unless it gives 24 hours advance notice, as Teachers may not have a chance to check email throughout the day. The parent or legal guardian must come to the school office, sign for their child to leave, then wait as the office calls the classroom for the student.

Excused absences are those relating to illness or a death in the family. Arranged absences are those made in advance with the Teacher where school work is given in advance and due when the child returns to school. Arranged absences in excess of 5 school days require the approval of the School Administration. Unexcused absences are those that fit into neither of the above two categories.

Excessive absences and tardys without medical reasons will result in academic probation.

### Visitors & Volunteers

All visitors must check into the school office, sign in on the visitor sheet in the office, and wear a green visitor sticker while on campus. Parents may volunteer in their child's classroom after the first six weeks of school. To minimize classroom interruptions, all volunteers should seek prior approval from the classroom Teacher before visiting or volunteering.

All volunteers must have a fingerprint clearance on file with Destiny Christian Church. Fingerprint clearances do not transfer from one facility to another facility within the state of California, so a clearance at another school cannot be transferred to this school. See the school office for a form and instructions. Volunteers are required to pay their own cost of the fingerprinting. Parent volunteers must also sign in on the visitor sheet in the office and wear a green visitor sticker while on campus. Parent volunteers may not be alone with children other than their own under any circumstances and must be supervised by Destiny Christian staff members. Please allow two weeks for the fingerprint clearance to process.

### Meals

Our goal is to educate children in proper nutrition and healthy eating habits. Breakfast is served to students who attend before school care and arrive before 8:00am. Lunch may be brought from home or purchased in advance from the school website. Snacks are provided to students enrolled in after school care.

### Snacks

Each family will be asked to provide a Costco/Sam's Club sized item for morning group snack about once per month. Teachers use Sign-Up Genius for parents to choose which snacks to send and will notify parents when snacks are needed. Snacks provided should be healthy and include fruits, vegetables, dairy, and grains. Sugary snacks like cookies or candy are not an appropriate snack and will not be consumed during class, with the exception of birthday treats.

### Birthdays & Special Occasions

Birthday children will receive special recognition and will be honored as close to the day of their actual birthday as possible. Parents may send treats to celebrate a birthday and treats will be eaten after lunch. Unless the entire class is included, all birthday correspondence such as cards, invitations and thank you notes must be distributed off campus. In addition, each class may dedicate a portion of the class-time for special occasions (Fall Harvest, Thanksgiving, Christmas, Valentines and Easter). The Teacher will post a sign-up sheet for parent help, special snacks or other supplies.

### Special Events

Annually the school hosts a Christmas Performance in which the students perform. It is generally held the Thursday or Friday in December before Christmas break. School closes at noon after the performance. An End of the Year Promotion Performance and is also held at the end of the school year on the last day of school. School closes at noon on that day as well.

### Meet the Teacher Night

The first Monday of August the school hosts a Meet the Teacher Night from 5-6:30pm where families may meet their child's Teacher, see their new classroom, visit with other families, and become familiar with their new surroundings. Children along with extended family members who may help with drop off and pick up are encouraged to attend this evening as well as parents and siblings.

### Back to School Night

Back to School Night is held on the third Monday of August from 6:30-7:30pm. Teachers present their classroom schedules, curriculum content, and go over classroom policies and procedures. This event is for parents only. Childcare is available for children ages newborn through age 10 when requested in advance.

### School Closings

Destiny Christian Elementary shall observe the following holidays:

Labor Day

On or near Columbus Day- Teacher in-service day

Veteran's Day

Thanksgiving Break (The entire week of Thanksgiving)

Christmas Break (The last two weeks of December)  
New Year's Day  
Martin Luther King Jr. Day  
President's Day  
Easter Break (The week before Easter including the Monday after)  
Memorial Day  
Please see the published school calendar for exact school closure dates.

### Minimum Days

On a minimum day students attend class from 8:15am - 1:15pm. The last Friday of every month is a minimum day with the time set aside for teachers participate in professional learning communities and personal development during this time. During the Parent Teacher conference week in November the school allots 3 days for the Teaching Team to hold Parent Teacher conferences.

When calculating tuition costs for elementary school, minimum days are allotted for in the yearly costs for tuition. That calculation also carries over to the after school care pricing amount.

As a courtesy to parents, DCP will offer after school care from 1:15pm to 6:00pm at a flat rate charge of \$20 on a minimum day. This amount will be collected in addition to monthly tuition. Even families who pay for after school care are charged the \$20 to use after school care on a minimum day. After school care on minimum days is limited to 15 students. Students must be pre-registered.

### Field Trips

Field trips may be planned by classroom Teachers as an enhanced learning experience. Field trips must tie into a curriculum unit. A permission slip must be signed by the parent/guardian prior to the field trip for a child to participate. Bus transportation provided by Destiny Christian Church may be used for some field trips. All applicable laws governing car seats must be observed when parents transport children to and from a field trip.

### Transportation

It is the sole responsibility of the parent or guardian to provide transportation for their child to and from Destiny Christian Elementary. Pick up and drop off transportation services are not offered.

### School Tours

Families interested in enrolling at Destiny Christian Elementary are encouraged to visit the school. Tours must be arranged in advance with the school office to take place at a mutually agreeable time. Children are encouraged to attend the tour with their parents. Tours are always offered the first Wednesday of the month at 7:30am and 10:00am.

### Waiting List

When enrollment in the classroom has met capacity a waiting list will be implemented. In order to be placed on the waiting list, parents must completed the online "Waiting List" registration form. Once a space becomes available, the parent of the first child on the waiting list is notified via telephone and email that a space is now available. Parents have 48 hours to respond via phone call or email to accept the available space for their child and return any remaining paperwork due. If a parent does not respond, the spot is offered to the next child on the waiting list.

### Technology Use Policy

Technology enhances curriculum and provides Teachers the opportunity to engage students on a platform relative to their world. Classroom iPads with strictly controlled access to the internet are used in classrooms for beneficial instructional objectives. Teachers are charged with training students on how to responsibly use technology while at school. Students will be held responsible for their behavior while using classroom technology. Use of technology is considered a privilege and as such, can be revoked for misuse. Misuse includes, but is not limited to, viewing inappropriate or restricted content, damaging the device, and/or removing a device from school property. Students may not access social media sites while at school on either their own personal device or the school's device.

### Withdrawal Policy

Two weeks written notice to the School Administration, preferably in an email, is required to withdraw a child from school. Parents are still responsible for tuition during those final two weeks. Destiny Christian Elementary shall give parents a 30 day notice of termination should the need arise.

### Child Assessments

Throughout the year Teachers will evaluate children in regard to their developmental progress in the areas of Literacy and Language Arts, Mathematics, Science, Social Studies (including History and Geography), Visual and Performing Art, Music and Physical Education as they relate to the California State Kindergarten standards as set forth by the California State Board of Education and Common Core Standards. Children will also be assessed on Bible knowledge and age appropriate social skills.

Destiny Christian Elementary follows a trimester schedule. Annually progress reports are sent home in September, January, and April. Report cards are sent home in November, February and May. Parents receive copies of both assessments with notes from the Teacher.

Parent Teacher conferences are held during November. Students attend minimum days with a dismissal after lunch during conference days. At anytime during the school year, parents may set up an appointment with their child's Teacher to discuss their child's progress. Please submit the request to the Teacher in writing via email. Teachers prefer to correspond with parents via email.

### Grading

Grading will be performance based and standards based each trimester.

The following markings will be given for personal development, physical education, and arts:

O/Outstanding

S/Satisfactory

N/Needs Improvement

X/Not evaluated at this time

The following markings will be given for Reading, Speaking/Listening, Math, Science, Bible, History/Geography:

1/Making Minimum Progress toward Standard

2/Making Progress toward Standard

3/Meeting Standard

4/Consistently Above Standard

Students must meet or exceed standards and perform at grade level to be ready for and promoted to the next grade level. Students who may need to repeat a grade level will be given priority registration. Repeating a grade assists children who are struggling with key academic concepts.

### Homework Policy

Homework helps reinforce concepts that are taught in the classroom and encourages a child's success at school. Classroom Teachers determine the content and scope of weekly or nightly homework. Any uncompleted class work will automatically become homework. No homework is given on Wednesday evenings, unless a child did not complete class work and that is sent home.

Time spent completing nightly homework should not exceed 15 minutes, not including reading. Nightly reading is additional work and all students are encouraged to read nightly for a minimum of 10 minutes. Homework should not interfere with family time. Concerns about the content and amount of homework should first be directed to your child's classroom Teacher. If a satisfactory result cannot be reached, then a conference with the School Administration should be scheduled.

### Standardized Testing

The Association of Christian Schools International (ACSI) version of the Terra Nova Achievement Test is administered annually in April for Kindergarten, First, and Second Graders. This assessment is a standardized, norm-referenced test. Transitional Kindergarten students do not participate in standardized testing at this time. Results are available online to parents in late May/early June.

### Discipline Policy

The goal of our discipline is to develop Christ-like attributes within the child. Teachers are trained in the Nurtured Heart Approach to classroom discipline. We offer appropriate choices to students to help them develop skills in positive decision making. Students receive positive reinforcement for favorable behavior as well as a reset for unfavorable behavior. Teachers follow a daily routine and establish consistent rules with logical consequences. Students learn and play best in an environment where they know what comes next. They develop a sense of control, and this builds their self-esteem. Discipline is a continuous, day-to-day process designed to help a child become self-disciplined, learn self-regulation and ultimately be able to obey God's direction. These three stands provide the basis to work toward this goal: Absolutely No, Absolutely Yes and Absolutely Clear.

Stand 1: Absolutely No - Teachers refuse to give their time and energy to negative misbehavior

Stand 2: Absolutely Yes - Teacher relentlessly pursue and celebrate success

Stand 3: Absolutely Clear - Teachers offer rules and consequences that are clear and consistent

Teachers use observation and documentation records when a student's behavior is consistently outside the normal range for most children. These documentations help Teachers establish a pattern and see what triggers during the school day may contribute to undesirable behavior. Parents will be notified if discipline or behavior patterns with their child become a concern. A conference will be scheduled between Teachers and parents if a student's negative behaviors cannot be redirected on a consistent basis.

### Teacher/Student/Family Interactions

All efforts will be made to ensure that Teachers have healthy, appropriate interactions with students and their families. When one Teacher is in a room with only one student or one parent, the door will remain open at all times. Teachers are prohibited from sending personal texts or emails to students or parents that do not relate specifically to academic content. Parents are also asked to refrain from communicating with classroom Teachers on social media regarding their child and their child's school experience.

All classroom Teachers use the Class Dojo app. At Meet the Teacher Night, parents will receive a unique code to sign up with Class Dojo. This is a Teacher's preferred method of communication.

### Earthquake and Fire Drills

Drills are performed every four months so students will know what to do in case of an emergency.

### Health

Every child's health is critically important to us. Please do not bring a child to school if he/she has:

**Temperature** - must be fever free for at least 24 hours or doctor's note stating that treatment is being given or is not required (to return)

**Upper Respiratory Infection** - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required

**Diarrhea** - no diarrhea for 24 hours or doctor's note stating that treatment is being given or is not required

**Vomiting** - no vomiting for 24 hours or doctor's note stating that treatment is being given or is not required

**Inflamed, Weepy, Oozing Eye** - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required

**Skin Infection/Rash (of unknown origin)** - must be seen by a doctor and return with a doctor's note stating that treatment is being given or is not required

If a child becomes ill at school, we will contact the parents, or, if the parents are not available, the emergency contact person. Arrangements must be made immediately to have the child picked up. While a child is waiting to be picked up, they will be sent to the office.

### Communicable Disease

Parents must inform Destiny Christian Elementary within 24 hours, or the next business day after their child or any member of their immediate family has developed any communicable disease. These include, but are not limited to, strep throat, chicken pox, mono, measles, malaria, pink eye, lice, rabies, mumps. Life threatening diseases must be reported immediately.

### Medication Policy

Children who require medication at school, whether prescription or non-prescription, must complete a "Medication Release Form" packet and provide a letter from their doctor outlining the administration of the medication. All medication(s) must be in their original container(s). Medication is given to students only under strictly controlled conditions by Destiny Elementary staff.

Parents are asked to list chronic medical conditions on their child's registration form. Children with asthma are welcome to keep an inhaler at school. This inhaler will remain in the school office and be administered by school personnel after the medication release form and instructions from the child's physician are on file.

### Accidents

In case of minor injuries, First Aid will be given at school by trained staff. In more serious injuries or illnesses, parents or the emergency contact, if needed, will be notified immediately. If they are unavailable, the School Administration or designated Teacher will make the decision for treatment based on her evaluation of the child, and may call the paramedics. Teachers will write up and provide the parent with a copy of an Accident Report only for all injuries that result in the need for ice packs or bandages.

### Cell Phones

Parents are asked to refrain from speaking on their cell phones while inside the school building where children are present. Students who bring a cell phone to school for any reason must keep it on silent in their backpack at all times during the school day and after school care hours. They may check their phone only with Teacher or administration approval. Teachers may confiscate a student's cell phone for the day if it becomes a distraction in the classroom. The school will not be held responsible for the loss or damage to a student's cell phone for any reason.

### Violent or Unsafe Behavior

If a child displays a violent, unsafe, or continually inappropriate behavior at school, the school will contact the parents, or, if the parents are not available, the emergency contact person. Parents must make arrangements to have their child picked up within 45 minutes of the notification. While a child is waiting to be picked up, they will be sent to the office.

If the school administration determines that a child poses an immediate danger to themselves or others, the child will be removed from class and a conference with the child's parents will be called. The child may not return to school until a date determined by the school administration.

### Parental Rules of Conduct

In the best interest of the Teachers, students and parents, parents themselves shall adhere to the following rules. Failure to do so may result in the dismissal of the student.

- Support the mission and spiritual position of Destiny Christian Elementary.
- No professional solicitation.
- Please do not interrupt class without a request to the office or School Administration first.
- Promptly drop-off and pick-up your child.
- Please do not use drop-off and pick-up times for an in depth conference time with your child's Teacher. Instead, submit a written request either by note or via email for a private conference with the Teacher to discuss any concerns you have about your child. You may also leave the Teacher your phone number and request that she call you at her convenience.

### Suspensions & Terminations

Suspension and/or Termination from school is rare but can occur for any reason listed below:

- Student's refusal to cooperate with school personnel.
- A parent's refusal to support the mission and spiritual position of the school.
- Failure to pay tuition or being consistently late with tuition payments.
- Arriving after 6:00pm five or more times to pick up a child.

- Refusal by parent or child to cooperate with Destiny Christian Elementary policies.
- A continually disruptive child to the point of detriment to other children.
- Child's behavior is a danger to him/herself or other children.
- Parents leave young children unattended in a vehicle during drop off or pick up.

Before a child is suspended or terminated, a meeting with the School Administration will be held. The decision of the School Administration will be final.

### Conflict Resolution

It is our hope that all matters can be resolved initially between the parties involved. Should a concern or dispute arise with a staff member or another parent, please deal directly with the person with whom the grievance is held. Should the matter not be resolved to satisfactorily, a conference with the School Administration may be scheduled.

If there is a problem, parents are asked to go in a Christian manner directly to the Teacher first, then the School Administration second. Constructive recommendations and solutions are most welcome, but destruction and vicious attacks on Destiny Christian Elementary, church, staff, other children, or administration will not be tolerated.

### Abuse

All Destiny Christian Elementary staff members are mandated reporters and are required by law to report suspected instances of neglect, physical abuse, and sexual abuse to the Children's Protective Services (916-875-5437).

### Immunizations

Children must be immunized against:

- Polio (4 doses at any age, but 3 doses if one was given on or after the 4<sup>th</sup> birthday)
- Measles, Mumps, and Rubella (2 doses on or after the first birthday),
- Diphtheria- Tetanus-Pertussis (DPT- 5 doses at any age, but 4 doses if one was given on or after the 4<sup>th</sup> birthday)
- Hepatitis B (3 doses at any age)
- Varicella/Chicken Pox (1 dose or give date of the disease with a doctor note)

An up-to-date immunization record must be presented at the time of enrollment.

### In the Event of an Emergency (Medical, Dental or other)

In the event of any type of emergency, if a parent or guardian cannot be reached, Destiny Christian Elementary will contact the physician(s) listed on the child's registration forms or will call 9-1-1 and have the child transported to a local hospital emergency room for care. Destiny Christian Elementary staff will make medical decisions regarding a child's health and safety only in the event that a parent or guardian cannot be reached in a timely fashion. Destiny Christian Elementary, Destiny Christian Church or its employees may not be held liable by a child's parents. Parents are responsible for all expenses incurred.

### Modifications to the Handbook

Destiny Christian Elementary reserves the right to modify any conditions of this parent handbook upon 30 days written notice to the parent or guardian.

### Admissions Policies and Procedures ~ Enrollment requirements

The following documents must be CAREFULLY read, completed and submitted prior to a child's enrollment and admission into Destiny Christian Elementary. Destiny Christian Elementary reserves the right to deny enrollment to any student for any reason.

- \*1. Each student must submit a copy of the prior year's report card or academic assessment for review. Academic and behavioral records shall be considered.
2. Online Enrollment Application & Agreement
3. Most current copy of Immunization Record
4. Physician's Report
5. Oral Health Assessment
- \*6. Emergency card
- \*7. Copy of Birth Certificate
8. Nonrefundable Registration Fee

\*New students only – current DCP School students have these items on file.

**Class placement is not guaranteed until each of the above items are completed and returned to Destiny Christian Elementary. This includes payment of the registration fee. Incomplete packets will not be accepted without School Administration approval.**

Please direct any comments, question or concerns to the School Administration.

The team at Destiny Christian Elementary looks forward to providing an academic, enriching, Bible-based elementary school education for the upcoming school year.