

# Damascus Christian School

*An Educational Ministry of Damascus Community Church*

## APPLICATION FOR ADMISSION

Thank you for your interest in enrolling your children at Damascus Christian School. Admission to DCS is based on our Mission Statement and our Admission's Policy (page two). It is important that the Admission's Policy, the Statement of Faith, the Parents' Code, and Financial Policy all be read carefully.

**MISSION STATEMENT:** *Damascus Christian School's mission is to assist Christian parents in the Biblical training of their children spiritually, academically, socially, emotionally, and physically to help prepare them to be faithful followers of Jesus Christ for God's glory and the building of his Kingdom.*

### INSTRUCTIONS:

1. Both sides of the enclosed *Student Application* form (white sheet) must be completed and forwarded to the school along WITH a one-time registration fee of \$150 per child and testing fee of \$30 (\$20 for kindergarten). **Applications cannot be processed until the completed form is received with the fees.**
2. For each student applying, the following must be provided:
  - a) A completed *Family Information* form (pink sheet)
  - b) A signed *Discipline* form (blue sheet).
  - c) A *New Student Information* form (yellow sheet) for each student entering grades 7-12.
  - d) A completed *Educator's Reference Form* (white), for each student entering grades 1-11.
  - e) The student's most recent report card and a copy of the most recent achievement test scores **are to be brought to the interview.** (Kindergarten and First Grade students exempt)
3. After completing Part I of the Pastor's Registration Form (blue sheet), give it to your pastor. The form is to be **submitted directly to the school office** by your pastor (you should include a school-addressed, stamped envelope for your pastor's convenience). Applications cannot be processed until the completed form is received from your pastor.
4. Testing will be done prior to the family interview. You will be notified of the available testing dates. Testing will take approximately 30 minutes for Kindergarten, and an hour and a half for 1<sup>st</sup> - 11<sup>th</sup> graders.
5. Parents of all applicants will be interviewed by the school administrator and, on occasion grade level teacher(s). The presence of both parents and prospective student(s) at the interview is required. Parents will be contacted by the school office to arrange the appointment.
6. Because of class-size limitations, early application is recommended.

**DAMASCUS CHRISTIAN SCHOOL**

**14251 SE RUST WAY**

**Damascus, OR 97089**

**(503) 658-4100**

**FAX (503) 658-5827**

# ADMISSION'S POLICY

## PREAMBLE:

Christian education involves the whole person, therefore it is desirable that all elements which bear on the education of a child be consistent and properly reinforce one another.

In view of this, it is of paramount importance that a Christian school be supported by a Christian home and a Christian church. Damascus Christian School was founded to educate the children of Christian parents. The school does not exist to replace the training of the home or the church; all three should compliment one another. Each should be in Biblical agreement for a truly well-rounded Christian education of the child. It is therefore necessary that all the parents agree with the philosophy and teaching of the school.

The following admission policies have been adopted to assure consistent standards of admission in agreement with the philosophy and purpose of the school:

## ADMISSION POLICIES:

1. The parents must be born-again, Bible-believing, Christ-honoring Christians. (An exception may be made when only one parent is born-again, provided the non-believing spouse agrees not to oppose the Biblical teaching of the school.)
2. The parents must state in writing that they have read and agree with the Statement of Faith of the school, and both parents must agree to have their children educated in accordance therewith.
3. The parents must agree in writing that
  - a. the school has full discretion in the discipline of their children within bounds of the discipline policy.
  - b. the school has full discretion for the grade placement of children.
  - c. they will meet all tuition and other financial obligations.
  - d. they will willingly support the school in prayer and in lending practical help as needed by the school.
  - e. they have read, agree with, and will perform as is required by the Parent's Code.
4. Parents and prospective students must be interviewed by the school administrator, and at his discretion, the grade-level teacher of the prospective student.
5. All families should be in active fellowship with a Bible-believing church.
6. Prospective kindergarten students must be five years old by September 1<sup>st</sup> of their entering school year.
7. Students of parents who are members of Damascus Community Church have priority for enrollment.
  - a. Students of school families have priority over students of prospective school families.
  - b. When teachers and staff at DCS apply for admission of their first child, they will be considered to be a school family so as to have priority accorded a school family.
8. We do not feel it is "unchristian" to deny admission to students who require help from specially trained personnel or those who have a record of serious disciplinary or psychological problems.
9. Damascus Christian School does not discriminate on the basis of sex, race, color, ethnic, or national origin. Qualified students are entitled to the rights and privileges generally afforded students at D.C.S.

## PARENT'S CODE

1. I will pray earnestly for Damascus Christian School.
2. I will cooperate fully in the educational functions of D.C.S. doing my best to make Christian education effective in the life of each of my children that he or she may love and serve the Lord Jesus Christ all of his or her life.
3. I will pay all of my financial obligations to D.C.S. on or before the date due. If I am ever unable to pay on time, I will notify the Bookkeeper in advance, a) Giving a reasonable explanation for the delay, and b) stating when payment can be made.
4. I will support the school by gifts in addition to my tuition payments and fees, as the Lord enables. As God has prospered us, may we be faithful to Him.
5. I will undertake volunteer duties and responsibilities for D.C.S. as opportunities arise and as God provides time and strength.
6. I will recommend D.C.S. to other Christian families as opportunities arise.
7. I will attend meetings and parent functions of the School regularly, even though I may not be able to achieve perfect attendance.
8. If I become dissatisfied with the School in any respect, I will seek to resolve the matter with the person or persons most directly involved rather than to spread criticism or hold a negative attitude in my heart.
9. I will seek the advancement of D.C.S. in all areas - spiritually, academically, socially and physically.

**STATEMENT OF FAITH IS ENCLOSED IN REGISTRATION PACKET**

DAMASCUS CHRISTIAN SCHOOL  
14251 SE RUST WAY \* Damascus, OR \* 97089 \* (503) 658-4100 \* FAX (503) 658-5827  
Email: [DCS@damascusc.org](mailto:DCS@damascusc.org), Website: [damascuschristianschool.org](http://damascuschristianschool.org)

***Damascus Christian School***  
***14251 SE Rust Way***  
***Damascus, OR 97089***  
***(503)658-4100***

## Family Information

Please type or print neatly with ink when completing this form.

Father: Mr., Dr., Rev. \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Employer \_\_\_\_\_  
Position \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home E-mail Address \_\_\_\_\_

Mother: Mrs., Dr. \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Phone \_\_\_\_\_  
Employer \_\_\_\_\_  
Position \_\_\_\_\_  
Work Phone \_\_\_\_\_  
Home E-mail Address \_\_\_\_\_

Married      Separated      Divorced  
Widower      Remarried

Married      Separated      Divorced  
Widower      Remarried

Have you personally received Jesus Christ as your  
Savior and Lord?      Yes      No

Have you personally received Jesus Christ as your  
Savior and Lord?      Yes      No

Has this student ever made a profession of salvation?      Yes      No

Regular daily family practices:      Prayer at meals      Bible reading      Bible teaching

Names of all Children	Age	Present or highest grade in school
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Are you applying for the admission of all children of school age? \_\_\_\_  
If not, please state reasons:

Why do you want your child or children to attend Damascus Christian School?

Continued next page...

Was there a present DCS family who was instrumental in your decision to apply to DCS?      Yes      No  
If yes, please name the family: \_\_\_\_\_

Family Church Affiliation \_\_\_\_\_ Pastor \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ Members of you church?      Yes      No      In process of joining

References (One should be a present school family, if possible. All information will be kept in confidence.)

- |    |             |                |              |
|----|-------------|----------------|--------------|
| 1. | _____       | _____          | _____        |
|    | <i>Name</i> | <i>Address</i> | <i>Phone</i> |
| 2. | _____       | _____          | _____        |
|    | <i>Name</i> | <i>Address</i> | <i>Phone</i> |

Statement of Agreement for Parent or Guardian

In signing this application I (we) agree that:

1. I have read and agree with the Statement of Faith of the school and am willing to have my children educated in accordance with it;
2. It is my responsibility to strive diligently toward the observance of the Parents' Code as God enables me by the power of His Holy Spirit;
3. The school has full discretion in the discipline of my child in accordance with its discipline policy;
4. The school has full discretion for the grade placement of my child;
5. The school reserves the right to dismiss any student who does not cooperate with the educational process;
6. I understand that tuition rates do not cover the cost of operating the school and thus my participation is needed in lending practical help and prayer support in a mutual effort to train our children;
7. I have read the Financial Policy and agree to pay all tuition fees, and other financial obligations to Damascus Christian School on or before the due date without a reminder and in accordance with these policies.

\_\_\_\_\_ *Father*

\_\_\_\_\_ *Mother*

*Date* \_\_\_\_\_

**Educator's Reference Form**  
**Damascus Christian School**  
**14521 SE Rust Way    Damascus, OR 97089**  
**Phone: (503)658-4100    FAX: (503)658-5827**

This form must be completed for all applicants entering grades 1-11. Please have a principal, counselor or teacher from the school of the applicant's most recent attendance who best knows the student complete the form. Have them mail the form directly to Damascus Christian School (address above) in a stamped envelope provided by the applicant, or have it faxed by the school to the number above.

Responses on this form are considered confidential and will be available only to the admissions personnel of Damascus Christian School. The school seeks to admit Christian young people with high academic promise.

Applicant's full name:	Applicant's Birthdate:	Applying for grade:
Reference given by:	Position:	Date:
School's Name:	School's Address: (Street, City, State, Zip)	

1.    **How long have you known the applicant?** \_\_\_\_\_
2.    **Has the applicant ever been suspended or expelled from your school? If yes, please explain.**

3.    **Comment on the applicant's talents or special abilities.**

4.    **Please comment on the parents' cooperation, support, and involvement in your school.**

5.    **Please rate the applicant in the following areas (check one):**

Academic Motivation	Academic Achievement	Self-discipline	Leadership	Citizenship
<input type="checkbox"/> Superior	<input type="checkbox"/> Superior	<input type="checkbox"/> Superior	<input type="checkbox"/> Superior	<input type="checkbox"/> Superior
<input type="checkbox"/> Above Average	<input type="checkbox"/> Above Average	<input type="checkbox"/> Above Average	<input type="checkbox"/> Above Average	<input type="checkbox"/> Above Average
<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average	<input type="checkbox"/> Average
<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor	<input type="checkbox"/> Poor
<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Unsatisfactory	<input type="checkbox"/> Unsatisfactory

6.    **What is your estimate of the probable success of the applicant at Damascus Christian School?**  
Check one:     Superior     Above Average     Average     Questionable

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**14521 SE Rust Way**  
**Damascus, OR 97089**  
**(503)658-4100**

**Office Use Only**

Rec'd \_\_\_\_\_ \$ \_\_\_\_\_  Reg. Fee  T. Fee Ck. # \_\_\_\_\_

Pastor's Fm.     Dis. Fm.     Ed. Ref.     Trans.

To be tested    Interview Date: \_\_\_\_\_

Status \_\_\_\_\_ Grade Level \_\_\_\_\_

**Student Application**  
**For School Year 20\_\_ - 20\_\_**

Please type or neatly print when completing this form.

Name of child \_\_\_\_\_ Sex \_\_\_\_\_ Date \_\_\_\_\_  
*Last First Middle*

Address \_\_\_\_\_  
*City Zip*

Phone \_\_\_\_\_ Birthdate \_\_\_\_\_ Age \_\_\_\_\_ Grade to Enter \_\_\_\_\_ Date to Enter \_\_\_\_\_

School District in which child resides \_\_\_\_\_

School Last Attended and **Complete Address** \_\_\_\_\_

Has this child repeated \_\_\_\_ or skipped \_\_\_\_ a grade? If yes, what grade(s) and for what reason(s)?  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has child ever been expelled, dismissed, suspended, or refused admission to another school? If so, please give details: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is his/her attitude toward school and teachers? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has child ever had any disciplinary difficulties? If so, of what nature? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

What is his/her attitude and response toward discipline? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has applicant ever been enrolled in a special class or received tutoring? \_\_\_\_ Yes \_\_\_\_ No If yes, please explain:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Has applicant any history of an unusual physical or emotional condition, or a learning disability which has required professional attention or which might require special attention at Damascus Christian School?  
\_\_\_\_ Yes \_\_\_\_ No

If yes, please explain and include copies of all reports.

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Does applicant wear glasses or corrective lens? \_\_\_ Yes \_\_\_ No

Has applicant had a history of ear infection or hearing difficulties? \_\_\_ Yes \_\_\_ No If yes, please explain:

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Any unique factors in the child's life: Absence of Father or Mother; invalidism of either; in-laws or grandparents living in home; serious accidents or illnesses; adoption; physical limitations, etc.

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Check if school personnel have reported any of the following about your child, or if you have observed these characteristics at home.

	<b>Past School Personnel</b>	<b>Present School Personnel</b>	<b>At Home</b>
<b>Distractible</b>			
<b>Inattentive</b>			
<b>Disturbs other children</b>			
<b>Is often late in completing assignments</b>			
<b>Exhibits aggressive behavior</b>			
<b>Has difficulty following oral instructions</b>			
<b>Has difficulty following written instructions</b>			
<b>Has difficulty with oral expression</b>			
<b>Has difficulty with written expression</b>			

Please indicate general academic level of pupil's previous work:

\_\_\_ Excellent \_\_\_ Very Good \_\_\_ Average \_\_\_ Fair \_\_\_ Poor

**PASTOR'S CONFIDENTIAL RECOMMENDATION FORM**  
*for Damascus Christian School*

**I. To be filled in by the Family.** After you have filled in Part I, please give this to your Pastor to complete and mail directly to the school. (Please include a stamped, school –addressed envelope for your Pastor)

Family Name: \_\_\_\_\_

Family Address: \_\_\_\_\_

Father/Mother Occupation: \_\_\_\_\_

Church Home: \_\_\_\_\_

Names of children applying and grades to enter at D.C.S.

(1) \_\_\_\_\_

(2) \_\_\_\_\_

(3) \_\_\_\_\_

(4) \_\_\_\_\_

**II. To be filled in by the Pastor:**

Is the above family an active member of your church?    Yes    No    Regular attender?    Yes    No

Have any member/attenders of the family held a leadership position in the church?    Yes    No    If yes, please explain:

Are the children active in the youth program of the church?    Yes    No

Do you consider the children open to spiritual instruction?    Yes    No

What is your understanding of this family's relationship to God? \_\_\_\_\_

Are there any matters that you feel would be helpful to us as a school to know influencing the admission of this family?

Do you recommend this family for admission to Damascus Christian School?    Yes    No

Pastor's Name \_\_\_\_\_ Date \_\_\_\_\_

Church Name \_\_\_\_\_ Phone \_\_\_\_\_

Church Address \_\_\_\_\_

**Please return to:**  
**Damascus Christian School, Admissions**  
**14251 SE Rust Way, Damascus, OR 97089**  
**(503) 658-4100 FAX: (503) 658-5827**

**DAMASCUS CHRISTIAN SCHOOL**  
***DISCIPLINARY PROCEDURE***

Damascus Christian School is honored that you have asked our staff to assist you in the training of your child for Christian discipleship. Our total program is designed to help parents in the development of the spiritual, academic, moral, physical and social qualities that characterize your son or daughter.

In order to carry out your wishes for total character development, we believe it is necessary to follow the Scriptural admonition to correct a child when his or her behavior is in violation of proper or reasonable school rules and procedures. Usually, a quiet word with a student will suffice. However, there are those times when on-going warnings and counsel are not heeded and stronger action is required. This may be in the form of a detention, student-parent-teacher conference, counsel with the principal, or when all else has failed, suspension, and/or probation, or expulsion.

Our basic disciplinary process is as follows:

1. For minor infractions or petty attitudes, the teacher counsels with the student privately, one-on-one.
2. If there is a problem of on-going disrespect or defiant disobedience, the next step would be a parent-student-teacher conference.
3. If there is no resolve, the principal would then enter the picture along with the above mentioned parties.
4. If problems persist, the student would be suspended. Parents or guardians would be called and the student would be sent home for the designated suspension period. Prior to being re-admitted, a parent-student-DCS staff conference would be scheduled to determine the next course of action. The student may be placed on probation.
5. If, within a reasonable period of time following the suspension, there seems to be no apparent change in behavior/attitude, the student will be asked to leave Damascus Christian School.

We have read the above and agree to support the school in its discipline policy. If we have any questions concerning action taken involving our son or daughter, we agree to first discuss it only with the person(s) most directly involved (Matthew 18:15-17).

Date \_\_\_\_\_ Father's Signature \_\_\_\_\_

Mother's Signature \_\_\_\_\_

*This must be signed and returned to the school office by the first day of school.*

Damascus Christian School  
14251 SE Rust Way  
Damascus, OR 97089

NEW STUDENT INFORMATION SHEET FOR GRADES 7-12  
(To Be Completed By The Student And Returned With Family Application)

Please type or neatly print using ink.

Name \_\_\_\_\_ Sex \_\_\_\_\_ Grade Entering \_\_\_\_\_

How did you learn about Damascus Christian School? \_\_\_\_\_

Do you yourself want to come to school here? \_\_\_\_\_ Why or why not? \_\_\_\_\_

Do you get your homework done at school or do you take it home with you every day? \_\_\_\_\_

What subject is hardest for you? \_\_\_\_\_

If you are a Christian, how do you know? \_\_\_\_\_

How long have you been one? \_\_\_\_\_

Do you go to church every Sunday? \_\_\_\_\_ Where? \_\_\_\_\_

Do you go to Sunday School regularly? \_\_\_\_\_ Does your church have a youth group? \_\_\_\_\_

Are you a member of the youth group? \_\_\_\_\_ Do you sing in a choir? \_\_\_\_\_

Do you play a musical instrument? \_\_\_\_\_ What? \_\_\_\_\_

Have you helped plan or put on a program in your group? \_\_\_\_\_ What? \_\_\_\_\_

What was your average grade in school last year? \_\_\_\_\_ Have you ever been on the honor roll? \_\_\_\_\_

Have you ever failed a subject? \_\_\_\_\_ What? \_\_\_\_\_

Have you ever been suspended or expelled from school? \_\_\_\_\_ Why? \_\_\_\_\_

Do you plan to go to college? \_\_\_\_\_ What do you think you might do as an adult? \_\_\_\_\_

Do you like sports? \_\_\_\_\_ What game do you like best? \_\_\_\_\_

Do you participate in sports? \_\_\_\_\_ Which ones? \_\_\_\_\_

Do you have other interests or hobbies? \_\_\_\_\_ What are they? \_\_\_\_\_

*Continued next page...*

How often do you read a book? \_\_\_\_\_

What types of books do you enjoy reading? \_\_\_\_\_

What is the name of a book you have read recently? \_\_\_\_\_

What radio stations do you listen to? \_\_\_\_\_

How much time do you spend watching TV during the school year? \_\_\_\_\_ Hours daily? \_\_\_\_\_ Hours weekly? \_\_\_\_\_

What are your three favorite programs? \_\_\_\_\_

Do you have a job after school or on weekends? \_\_\_\_\_ What is it? \_\_\_\_\_

How often do you go to the movies? \_\_\_\_\_

Name the last three movies you saw:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Are most of your friends and associates Christians? \_\_\_\_\_

Are most of your friends the same age as you are? \_\_\_\_\_

Do you know any current students here at DCS? \_\_\_\_\_ Who? \_\_\_\_\_

Have you received any honors in school or outside of school? \_\_\_\_\_

Select three adjectives that friends might use if asked to describe you: \_\_\_\_\_

Have you ever used tobacco? \_\_\_\_\_ Drugs? \_\_\_\_\_ Alcoholic Beverages? \_\_\_\_\_ If yes, please explain: \_\_\_\_\_

With my signature below, I certify that I have answered the above questions honestly and completely and have not held back information the person(s) interviewing me should know about me.

Signature \_\_\_\_\_ Date: \_\_\_\_\_