

Admissions Procedure

New Student

For 2009-2010

Desert Christian Elementary School

This packet contains your school application forms. The forms must be completed and returned in person to the school office where a school representative will review it with you. Once the packet has been verified as complete, we will schedule your interview. Your child is not enrolled and a seat is not held until after the interview. **Enrollment is not guaranteed until the interview has taken place. Application packets must be complete or will not be accepted by the school office.**

A Complete Application will include:

- q Family Application – Please read Statement of Faith & Philosophy of Education
- q Application fee of \$50 per child (non-refundable), Enrollment Fee of \$250 per child (should be separate checks) Note: Enrollment Fee is non-refundable after child is accepted
- q Copies of last two years report cards and standardized test scores (if applicable)
- q Records Request Form for children in (first through fifth grades only)
- q Student Health History Form/Medical and Student Information form
- q Copy of Birth Certificate
- q Documented Proof of Immunizations (we will photocopy the original)
- q Parent Consent and Illness & Injury Forms
- q Policy Governing Volunteers form
- q Completed Church Life Recommendation (must be returned to DCS before acceptance is confirmed) however you may turn in your packet when you have completed all other documents
- q Signed Tuition Contract with **oldest** child's enrollment packet

You will receive a summer mailing which will include the 2009-2010 school calendars, dress code, classroom supply list, and other helpful information.

SCHOLARSHIP INFORMATION is available in the school office. If you have any questions call the office (885-4800).

Thank you for your interest in Desert Christian Schools.

Fact Sheet

Who we are:

- A covenant, non-denominational Christian elementary school, offering kindergarten through 5th grades.
- Governed by a Board of Trustees elected from the Parent Association.
- Ours is a comprehensive academic program built from a Biblical foundation. It is designed to give each child the tools he/she needs to become all God intends for them to be.

Location: 7777 E. Speedway Blvd.
Tucson, AZ 85710
Office: (520) 885-4800
Fax: (520) 885-4265

Mailing Address: 7525 E. Speedway Blvd.
Tucson, AZ 85710

Tuition and Fees: For Academic Year 2009-2010

Application Fee: \$50 (Non refundable – due with application)
Registration Fee: \$250 per child, guarantees space held for student (Non refundable – due following interview and acceptance)
Tuition: \$4840 for Kindergarten (full day program)
\$5110 for Grades 1 – 5

Curriculum: All subjects are taught from a well-integrated, Biblical Worldview.

- *Math:* Saxon program
- *Language arts:* McGraw-Hill phonics-based program; includes spelling, vocabulary, grammar, mechanics & reading; each area is designed to integrate and reinforce all parts of the program.
- *Science:* McGraw-Hill and supplemental units
- *History:* Abeka and supplemental units (2nd thru 5th)
- *Bible:* Master Teachers' non-denominational program and supplemental units.
- *Chapel:* weekly, interactive
- *P.E.:* Twice each week
- *Computer:* once each week
- *Music:* Once per week

Association of Christian Schools International: Member.

Mission Statement: The mission of Desert Christian Schools is to disciple students in partnership with Christian families while providing a biblically integrational liberal arts education, so that they will mature spiritually, develop a biblical worldview, and be academically prepared so they can impact their world for Christ.

Purpose:

It is the purpose of Desert Christian Schools to provide and maintain independent, inter-denominational, parent-sponsored, board-directed Christian schools on the east side of Tucson where:

§ Christian families may be aided in their God-given responsibility to bring up their children in the discipline and instruction of the Lord.

Ephesians 6:4

§ Students are encouraged to trust Jesus Christ with the totality of their lives for the purpose of glorifying God through a life of service and obedience.

Matthew 22:37

Statement of Faith:

- We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- We believe there is only one God, eternally existent in three Persons - Father, Son, and Holy Spirit.
- We believe in the deity of Jesus Christ, His miraculous conception and virgin birth, His sinless life, His sacrificial and atoning death, His resurrection and ascension to the right hand of the Father, His return in power and glory to establish His earthly kingdom.
- We believe in the absolute necessity of reformation by the Holy Spirit for salvation because of the sinfulness of human nature; and that we are justified by the shed blood of Jesus Christ; and that only by God's grace, through faith alone, are we saved.
- We believe in the resurrection of the saved into eternal communion with God, and that they that are lost will be separated from God.
- We believe in the spiritual unity of believers in the Lord Jesus Christ.
- We believe that the indwelling of the Holy Spirit enables the Christian to live a Godly life.

Tuition and Fee Schedule

Desert Christian Elementary School For 2009 – 2010

APPLICATION FEE: \$50 PER CHILD, (non-refundable)
Due upon submittal of application (for NEW applicants only).

ENROLLMENT FEE: \$250 PER CHILD
(non-refundable after child is officially enrolled)

TUITION FEES: \$4840 for Kindergarten
\$5110 for Grades 1 - 5

Payments: All payments are due by the first of the month and become delinquent after the 10th, at which time 5% of the balance due will be assessed as late fee. If payments are delinquent by 15 days, a reminder letter will be sent to the family. If tuition becomes delinquent by 60 days, the student will not be permitted to return to school until the balance is brought current.

Options: Ten month plan – first payment due August 1, 2009 and continues through May 1, 2010.

One annual payment, due August 1, 2009.

Two annual payments, due August 1, 2009 and January 1, 2010.

Withdrawal: If it becomes necessary to withdraw your child, you will be charged on the following basis:

<u>Withdrawal</u>	<u>Amount Due</u>
Before classes begin	0% of annual tuition
During first 2 weeks	25% of annual tuition
During first quarter	50% of annual tuition
During second quarter	75% of annual tuition
During third/fourth quarter	100% of annual tuition

One contract per family

Desert Christian Schools

2009-2010 Tuition Contract

1.0 Please read the following policies and then sign and return this contract to the appropriate DCS office by the due date requested.

- 1.1 DCS allows payment of annual tuition on a 10-month basis (August – May) with no interest charges. **The first tuition payment is due August 1st.**
- 1.2 All currently enrolled students of the responsible party to this contract will not be able to complete the re-enrollment process until all unpaid balances are brought current.
- 1.3 All tuition and fee payments are due by the **1st of the month** and become **delinquent after the 10th**, at which time a **late fee of 5% per month** on the unpaid balance will be assessed. A \$15.00 return check fee will be added for all returned checks as well.
- 1.4 If tuition and/or fees become delinquent by 60 days, **all students** of the responsible party will not be permitted to attend school until the account is brought current.
- 1.5 Transcripts and diplomas will be issued only when the account balance is paid in full. **All accounts must be paid in full by May 10th of each school year in order for a student to participate in final exams, year-end trips and graduation ceremonies.**
- 1.6 DCS recognizes that occasionally families may experience a financial hardship (such as loss of employment) and be unable to make tuition payments in a timely manner. In such a case, the responsible party on the account must contact the Finance Committee in writing, via the DCS Business Office, **before the account becomes delinquent**, in order to work out a possible alternative payment
- 1.7 Responsible parties who enroll their student after the start of the school year will be billed all fees and a minimum of one semester's tuition.
- 1.8 After enrollment, if a student is asked to withdraw from school, or if the responsible party chooses to withdraw a student from school, the responsible party will be charged as follows:

<u>Withdrawal During:</u>	<u>Amount Due:</u>
First 2 weeks	25% of annual tuition
First Quarter	50% of annual tuition
Second Quarter	75% of annual tuition
Third/Fourth Quarter	100% of annual tuition

- 1.9 DCS does not carry past due account balances in anticipation of receiving tuition tax credit funds that responsible parties are anticipating from any Arizona tuition tax credit organization. In other words, irrespective of monies the responsible party anticipates receiving from a tax credit organization; he/she is responsible for keeping the account current. Should credit balances occur for the remainder of the school year **after DCS applies such tuition tax credits**, DCS will then reimburse the responsible party for the credit amount the month following this determination.

Continued On Reverse Side

Tuition & Registration Fees for the 2009 – 2010 School-Year:

	<u>Annual Tuition</u>	<u>Monthly Tuition *</u>	<u>Registration Fee</u>
High School	\$7,400	\$740	\$350
Middle School	\$6,380	\$638	\$350
Elementary School	\$5,110	\$511	\$250
Kindergarten School	\$4,840	\$484	\$250
* (Over 10 months)			

2.0 I have read and understand the DCS Tuition Contract. I assume responsibility for my monthly tuition and fee obligations and will abide by DCS's policies as indicated above. I will fulfill my financial obligations as required in this contract so that DCS can, in turn, honor God in its financial obligations.

_____ Date _____

Signature of person(s) responsible for payment

Print Names(s): _____
(Responsible Party)

Billing Address: _____ City/State/Zip: _____

Phone Number: _____

If mail pertaining to school is to be mailed to a second address, please complete the section below:

Print Name(s): _____

Address _____

City _____ State _____ Zip _____

Phone Number _____

Please indicate what information you would like this person to receive:

- .. Duplicate Copy of Tuition Statement
- .. All School Mailings EXCEPT Tuition Statement
- .. ALL SCHOOL MAILINGS

**IMPORTANT: Complete Form and Return to the DCS School Office of your OLDEST child.
Please make a copy for your records.**

Statement of Faith and Philosophy of Education

Core Values

- & *DCS disciplines children to follow Jesus Christ as Lord and Savior, and commit to lives of loving Kingdom service.*
John 14:6 “Jesus answered, ‘I am the way the truth and the life. No one comes to the Father except through me.’”
- & *DCS seeks to glorify God in all that it does.*
1 Corinthians 10:31 “...whatever you do, do it all for the glory of God.”
- & *DCS teaches every subject and nurtures character development from a Biblical Christian perspective, imparting knowledge and wisdom to our students.*
Colossians 2:2-3 “...in order that they may know the mystery of God, namely, Christ, in whom are hidden all the treasures of wisdom and knowledge.”
- & *DCS is dedicated to academic excellence and cultivating life-long learners.*
Ecclesiastes 9:10 “Whatever your hand finds to do, do it with all your might...”
- & *DCS is laying the foundation in children’s lives through its instruction to enable them to impact their culture for Christ.*
1 Corinthians 3:11 “For no one can lay any foundation other than the one already laid, which is Christ Jesus.”
- & *DCS is a parent-sponsored, board-directed, covenant Christian school that encourages a high level of parental involvement.*
Genesis 17:7 “I will establish my covenant as an everlasting covenant between me and you and your descendants after you for the generations to come, to be your God and the God of your descendants after you.”
- & *DCS partners with Christian families to educate, nurture and train children as followers of Christ.*
Deuteronomy 6:4-9 “Hear, O Israel: The Lord our God, the Lord is one. Love the Lord your God with all your heart and with all your soul and with all your strength. These commandments that I give you today are to be upon your hearts. Impress them on your children. Talk about them when you sit at home and when you walk along the road, when you lie down and when you get up. Tie them as symbols on your hands and bind them on your foreheads. Write them on the doorframes of your houses and on your gates.”

Statement of Faith

- § We believe the Bible to be the inspired, the only infallible, authoritative Word of God.
- § We believe there is only one God, eternally existent in three Persons – Father, Son, and Holy Spirit.
- § We believe in the deity of Jesus Christ, His miraculous conception and virgin birth, His sinless life, His sacrificial and atoning death, His resurrection, His ascension to the right hand of the Father, His return in power and glory to establish His earthly kingdom.
- § We believe in the absolute necessity of reformation by the Holy Spirit for salvation because of the sinfulness of human nature; and that we’re justified by the shed blood of Jesus Christ; and that only by God’s grace, through faith alone, are we saved.
- § We believe in the resurrection of the saved into eternal communion with God, and that they that are lost will be separated from God.
- § We believe in the spiritual unity of believers in the Lord Jesus Christ.
- § We believe that the indwelling of the Holy Spirit enables the Christian to live a Godly life.

Philosophy & Objectives of DCS

Desert Christian Schools holds to a Christian philosophy of education and views this as the foundation for all policy, procedures, instruction, and activities. A Christian philosophy acknowledges that there is a Creator God who has given us His Word and its principles as a guide for faith and life. We teach, unashamedly, God's Word to be absolute Truth. All students are confronted with the fact that man is sinful and lost, and are encouraged to accept Christ's free gift of salvation. The skills of Bible prayer, and the development of Christian character and a Christian mind are taught as foundational for a successful Christian life. Students are encouraged to share their faith, stand for their convictions, and seek to fulfill God's plan for their lives.

Academically, students are challenged to excellence and integrity, learning the skills of analysis, problem-solving, and critical thinking. Cultivation of an intellectual curiosity that will result in self-motivated, life-long study in areas of personal interest is emphasized. Students are taught to think logically and to develop research skills, while also gaining a command of the fundamental communicative processes of reading, writing, speaking, and listening. We attempt to balance these intellectual pursuits with Character.

Socially, DCS seeks to help each student develop a well-balanced personality based upon a proper acceptance of himself as a unique creation of God, made in His image. Acceptance of self is then the foundation for acceptance and respect for authority, responsible freedom, and good citizenship. Students are taught Biblical truth as the basis for a morally and socially responsible, self-disciplined life. Good attitudes towards society's institutions as parents, families, and marriage, are taught and modeled. Students learn that they are contributing members of their society and should treat everyone with love and respect and seek to serve of service to others.

Basis of Christian Education

Every aspect of life is subject to the will of God. Therefore, all knowledge, every value, and each choice is under His authority. We are admonished to continually seek the Lord (Amos 5:4, 6, 8, 14; James 4:8, Jeremiah 29:13) in an effort to become one with Him (John 17:22-23). This unity is Christ's heartfelt desire in order that the world may know that God sent Him – because He loves us.

Christianity is wholly relational: How we relate to and impact our culture; the manner in which God relates to us and we relate to him (covenant); and the dynamics of our varied relationships with one another.

Empowered by the Holy Spirit, Christians carry on the redemptive work of Jesus Christ. With this goal in mind, Christian educators provide a framework to prepare you people to live according to His will, contributing to the Biblical pursuit of truth.

FAMILY INFORMATION: Where do you attend church? _____

Are you members of this church? YES NO NUMBER OF YEARS ATTENDING _____

Pastor with whom you are best acquainted: _____

PLEASE EXPLAIN IF FAMILY MEMBERS ATTEND DIFFERENT CHURCHES:

EDUCATIONAL INFORMATION:

PREVIOUS SCHOOLS ATTENDED (information must be complete and account for kindergarten through current year. If applying for Kindergarten, please give preschool information if available).

NAME _____	NAME _____
ADDRESS _____	ADDRESS _____
CITY _____ STATE _____ ZIP _____	CITY _____ STATE _____ ZIP _____
GRADES _____ TO _____ FROM _____ TO _____	GRADES _____ TO _____ FROM _____ TO _____

Has the applicant:

- Ever been retained in a grade? _____ No _____ Yes
- Ever been suspended from school? _____ No _____ Yes
- Ever been expelled from school? _____ No _____ Yes
- Attended more than one school in a year? _____ No _____ Yes
- Had disciplinary problems at school? _____ No _____ Yes

Does the applicant regularly require any medication: _____ No _____ Yes

Explanation of "yes" answer(s) above:

PARENT(S) STATEMENT OF FAITH: Give a brief statement r personal Christian Faith.

WE UNDERSTAND AND COMMIT OURSELVES TO FULFILLING THE FOLLOWING UPON ACCEPTANCE OF OUR CHILD AT DESERT CHRISTIAN ELEMENTARY SCHOOL:

1. We will strive to maintain a healthy home life and a meaningful and regular church life.
2. We understand our cooperation is expected in (a) submitting to school policies as stated in the student handbook, including the Faith Statement & Philosophy of Education attached); (b) faithful prayer; (c) timely tuition payments according to our tuition contract; (d) voluntary time; (e) special gifts when possible; (f) support school policies.
3. We understand that the school reserves the right to dismiss any student who does not (a) respect and observe spiritual and/or behavioral standards and (b) cooperate in our educational goals.
4. We understand that any false or unreported information grounds for immediate dismissal.

We certify that all of the information presented in this application is, to the best of our knowledge, complete and accurate and we are not withholding any information available to us that would be pertinent to the enrollment of this child at DCES.

Important: Your signature confirms membership in the DCS Parent Association.

Father/Stepfather/Other Signature _____ Date _____

Mother/Stepmother/Other Signature _____ Date _____

Desert Christian Elementary School

7777 E. Speedway Blvd., Tucson, Arizona 85710
 7525 E. Speedway, Tucson, AZ 85710
 (520) 885-4800 Fax: (520) 885-4265

Student Health History

Please mark ALL blanks. If not applicable, mark N/A

Name: _____ [] Male [] Female Date of Birth: _____ School Year: _____

Medical Information & History

1. Does this student have any current illness(es) or medical conditions? Yes No
2. If "Yes", describe _____
3. List any medication(s) the student is currently taking _____
4. List any medication allergies _____
5. List any allergies _____

Health History

(If answered "yes", give age, explain below if necessary)

	Yes	No	Age
Anemia			
Asthma			
Birth Defects			
Bladder Disorder			
Bowel Disorder			
Chicken Pox			
Colds (frequent)			
Convulsive Disorder			
Cough (chronic)			
Diabetes			
Eczema/Hives			
Fainting (frequent)			
Headaches (frequent)			
Heart Problems			
Hepatitis A /B /C			
Immune Deficiency			
Kidney Problems			
Migraine Headaches			
Nose Bleeds			

	Yes	No	Age
Sore Throat (chronic)			
Otitis (ear infection)			
Pneumonia			
Sinus Trouble			
Speech Difficulty			
TB (child or family)			
Valley Fever			

Hospitalizations	
Operations	
Fractures	
Sprains	

Explanations/Comments _____

6. Hearing Problems/Ear surgery describe: _____
7. Vision: Does the student wear: Glasses Contacts Required times: _____
8. Vision Diagnosis: _____ Other eye problems? Describe _____
9. Does your child have any behavioral difficulties that might affect his/her learning? Describe _____

Signature _____ Date _____

Desert Christian Elementary School Medical & Student Health Information

Immunizations

Desert Christian Elementary must comply with the Arizona state law regarding immunizations for school children. According to the law, no student may enter class unless the school has a complete and up to date immunization history for that child. Verifiable documentation will be required. Parental confirmation is no longer acceptable. Therefore, please note the following:

All students must provide a photocopy of their **current** immunization record, prior to school starting. Immunizations must be current for school attendance. All copies of current immunization records must have signatures of the Licensed Health Care Provider or the Health Department. (Parents cannot fill out their own form to then submit to the school).

Communicable Diseases

Pima County Health Department now requires that we track and report numerous different communicable diseases. Please remember to report the following communicable diseases to Health Services (bold lettering indicates PCHD reporting requirements):

Strep Infection	Pink Eye (Conjunctivitis)	Whooping Cough	Measles
Scabies	Giardiasis	Head Lice	Impetigo
Meningitis	Shigellosis	Hepatitis A	Shingles
Chicken Pox	Influenza	Mumps	Rubella
	Foodborne/waterborne illness	<i>Haemophilus Influenzae</i>	

We will need to know the date the symptom began, the date the disorder was diagnosed, the name and phone number of the doctor, plus any medications prescribed.

Medicines

If it is necessary for a student to take ANY medication during school hours, Arizona Law requires parents to take the medicine to the office and complete a "Medication Request Form" explaining the dosage and frequency of administration. All medications must be in their original containers; prescription medications must have the pharmacy label. No medication can be administered without written permission and instruction from a parent. Students are not allowed to have ANY medications in their possession while on the school grounds without specific permission from the administration. Medication Request Forms are available through the school office.

Illness or Injury

If a student becomes too ill to attend class or is injured, a parent will be notified. Because DCES does not have a health care professional on staff, only basic first aid will be given. **It is most important that the school be notified of any change of address or phone number, including unlisted numbers**, so that contact can be made immediately in case of emergency. DO NOT send sick children to school. DO NOT send a child to school for diagnosis of an illness. Students who have been ill with a fever may NOT return to school until their temperature has remained normal for 12 hours (unless directed otherwise by a doctor).

Serious/Chronic Conditions

DCES is willing to accept children with serious illnesses or chronic conditions (such as asthma, allergies, diabetes, attention disorders, heart disorders, leukemia, etc.) provided that

1. The condition has been brought to the attention of the administrator upon submitting an application for enrollment
2. The child is under the care of a physician
3. The parents are willing to remain in close communication with the school regarding needs and changes in the child's condition.
4. The parents work with The Administrator _____ ce Coordinator in creating a "care plan" for those involved with the child in caring for his/her special needs.

I have read and agree to these policies.

Print Parent/Guardian Name

Parent/Guardian Signature

Date

(All of the above information will be in the Parent/Student Handbook. Extra copies of this form will be available in the office.)

Desert Christian Schools

Parent Consent Form

2009-2010

SCHOOL YEAR

STUDENT LAST NAME _____

FIRST NAME _____

GRADE _____

DATE OF BIRTH _____

GENDER: M F _____

AGE _____

Discipline

This authorizes Desert Christian School to administer discipline to my child in accordance with Desert Christian Discipline Guidelines.

Emergency Treatment

This authorizes any emergency treatment for my child in the event neither parent can be readily contacted for permission to treat.

First Aid

This authorizes Desert Christian School to administer first-aid treatment and the medication(s) I have indicated on the Illness & Injury Record.

Picture/Video Release

I give permission to Desert Christian School to use my child's image in print or video media for school promotion.

Yes _____ No _____

Parent or Legal Guardian Signature _____

_____ Date

YOUR RELATIONSHIP TO STUDENT: (CIRCLE ALL THAT APPLY)

FATHER MOTHER STEPFATHER STEPMOTHER LEGAL GUARDIAN CUSTODIAL PARENT

Name: _____

Address: _____ Home Phone: _____

City, State, Zip: _____

Employer: _____ Occupation: _____

Work Number: _____ Email: _____ Cell Phone Number: _____

FATHER MOTHER STEPFATHER STEPMOTHER LEGAL GUARDAIN CUSTODIAL PARENT

Name: _____

Address: _____ Home Phone: _____

City, State, Zip: _____

Employer: _____ Occupation: _____

Work Number: _____ Email: _____ Cell Phone Number: _____

Student Lives With _____

Siblings:	Name	Age/Grade	School Attending
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Last Name _____ First Name _____ Grade _____ School Year _____

ILLNESS & INJURY RECORD

ALLERGIES

Medication, Food, or other Allergies
(Include reaction symptoms)

Significant Medical Condition _____

Current Medications _____

Date of Last Tetanus Shot

Glasses/Contacts? _____

When needed? _____

Permission for Administration of Stocked Medications (In Recommended Dosages for Age and/or Weight)

Please Circle One:

Non-Aspirin

Yes No

Non-Medicated Throat Lozenges

Yes No

Benadryl Cream or Gel

Yes No

Tums

Yes No

All other medications must be supplied by parent(s)/guardian(s) in compliance with school policy. See Medical & Insurance Information page for details.

ALL SPACES **MUST** BE COMPLETE. PLEASE WRITE "NONE" IF YOU DO NOT HAVE:

Hospital preference _____ Phone _____

Family Physician _____ Phone _____

Family Dentist _____ Phone _____

Eye Doctor _____ Phone _____

Insurance Company _____ Phone _____

If parent cannot be reached, please notify:

Name _____ Home Phone _____ Work Phone _____

Name _____ Home Phone _____ Work Phone _____

CHURCH LIFE RECOMMENDATION
2009–2010 School Year

Desert Christian Elementary School
7777 E. Speedway Blvd., Tucson, AZ 85710
Mailing Address:
7525 E. Speedway, Tucson, AZ 85710
(520) 885-4800 Fax: (520) 885-4265

DATE: _____

*Applicants of all races, color, and national or ethnic origin are welcome to apply
and are considered for admission without discrimination.*

APPLICANT NAME: _____

APPLYING FOR GRADE: **K 1 2 3 4 5**

DATE OF BIRTH: _____

APPLICANT

Please sign below, then give this form to your church pastor, elder, Sunday School teacher or youth group leader who knows you best. Remind the person that this form is necessary in order to process your application.

**I request that this report be sent to Desert Christian Elementary School.
I understand your evaluation will be held in confidence by the school's authorities.**

PARENT/GUARDIAN SIGNATURE: _____ DATE: _____

PASTOR / ELDER / SUNDAY SCHOOL TEACHER / YOUTH GROUP LEADER

The above-named family is interested in enrolling this applicant in Desert Christian Elementary School. We believe Christian education is effective when done in partnership with the home and church. Will you please take a few moments to answer the following questions found on both sides of this application?

I have known this family for _____ years as pastor, elder, Sunday School teacher, youth group leader.
(Please circle)

I have known this applicant for _____ years as pastor, elder, Sunday School teacher, youth group leader.
(Please circle)

What word would you use to describe this family's church attendance?

Weekly Monthly Occasional Other _____

**Please complete both sides as soon as possible and return to Desert Christian Elementary School.
This recommendation is required to process the application.**

ASSESSMENT OF APPLICANT

Please check the response, which best represents, your assessment of this applicant. If you have no fair basis of judgment, please indicate this as "unknown."

- Involvement in church activities** EXCELLENT GOOD AVERAGE BELOW AVERAGE UNKNOWN
- Respectful to parents and adults** EXCELLENT GOOD AVERAGE BELOW AVERAGE UNKNOWN
- Evidence of Christian commitment** EXCELLENT GOOD AVERAGE BELOW AVERAGE UNKNOWN
- Evidence of teachability** EXCELLENT GOOD AVERAGE BELOW AVERAGE UNKNOWN
- Emotional stability** EXCELLENT GOOD AVERAGE BELOW AVERAGE UNKNOWN
- Positive influence on others** EXCELLENT GOOD AVERAGE BELOW AVERAGE UNKNOWN
- Demonstration of leadership** EXCELLENT GOOD AVERAGE BELOW AVERAGE UNKNOWN

Additional comments concerning this family or any observed attitudes or behaviors of the applicant are helpful and appreciated.

PLEASE CIRCLE ONE

Mindful of the Mission Statement of Desert Christian Schools, "... desires to serve Christian families by offering a rigorous, traditional curriculum from a Christian worldview, where young people can develop understandings, values, skills, and disciplines critical to impacting their world for Christ", I prayerfully indicate my recommendation by completing the section below.

HIGHLY
RECOMMEND

RECOMMEND

RECOMMEND
WITH RESERVATION

DO NOT
RECOMMEND

YOUR NAME / POSITION: _____

CHURCH NAME: _____

CHURCH ADDRESS _____

PHONE NUMBER _____ DATE _____

Thank you for your assistance.

**Desert Christian Elementary School
Policy Governing Volunteers**

This "Policy Governing Volunteers" will be provided to all prospective volunteers upon their stated interest in volunteering at Desert Christian Elementary School (DCES). A "volunteer" is any individual whom DCES administration has approved to assist with school activities on a non-paid basis. Volunteers may assist DCES paid staff with duties.

Classroom Volunteers

1. Volunteers shall be under the direct supervision of the paid staff.
2. Paid staff must be in charge or in control of the class at all times.
3. Male volunteers are not to have children sit on their lap at any time.
4. Male volunteers are not to escort a child to the bathroom or any other area outside of the paid staff's view.

I agree to abide by the above rules _____ (initial)

Playground/Lunch Area Volunteers

1. Volunteers are to monitor the children during lunch or playground duty under the direct supervision of paid staff.
2. Volunteers are to be stationed at various locations so that all children are in view at all times.
3. Visiting with other adults is not acceptable during playground/lunch duty. Volunteers perform a valuable service in the protection of our children and must be wholly focused on their safety.
4. Adults will not "rough house", swing around by hands or arms, or pick up in the course of play while on school grounds or in the commission of/assistance with any school function.
5. Male volunteers are not to escort children to the bathroom.
6. Male volunteers are not to escort children to any other area outside the view of paid staff.
7. In case of injury, the volunteer should immediately seek assistance of paid staff that will assess the child's situation and determine the best course of action.
8. Volunteers will not talk on the phone while serving or monitoring lunch.

I agree to abide by the above rules _____ (initial)

1. ___yes ___no Have you ever been convicted of a sex-related crime?
2. ___ yes ___ no Have you ever been convicted of child abuse?
3. ___ yes ___ no Have you ever been convicted of domestic violence or other violent crimes?

If you answered yes to any of these questions, please explain the circumstance(s)?

(If, at any time, your response to any of these questions should change, you must fill out a new Policy Governing Volunteer Form.)

Your completion of this form is required before you will be approved for volunteer service at Desert Christian Elementary School.

Signature

Date

Print Name

ADMINISTRATION USE ONLY

Based on the information provided above, _____ is / is not approved for duty as a DCES volunteer and has been informed of their approval/denial.

Administrator's Signature

Date

This document will be held on file for not less than s n years.

Desert Christian Elementary School

RELEASE OF INFORMATION

Street Address:
7777 E. Speedway Blvd.
Tucson, AZ 85710
Ph. (520) 885-4800

Mailing Address:
7525 E. Speedway Blvd.
Tucson, AZ 85710
Fax: (520) 885-4265

Student Name: _____ **Date of Birth:** _____

Parent/Guardian: _____

Address: _____ **City/State/Zip:** _____

Records and Information to be Released:

- i Permanent Record Data (basic identification data, attendance data, academic data)
- i General Cumulative Data (general administrative data and results of group tests)
- i Health and Medical Records
- i Specialized Student Data (individualized evaluation reports and specialized reports from outside agencies)
- i Special Education Placement Records (all records of evaluation and/or placement, including psychological, academic assessments, developmental histories, psychiatric reports)
- i Counseling and Discipline Summaries
- i Confidential Mental Health Evaluation/Diagnosis/Treatment Information

Purpose of Request:

- i Need available information on previous/current school programs.
- i Need evaluation information on previous/current special needs services
- i Allow Desert Christian Elementary School personnel to communicate with non-custodial individuals, agencies or institutions.

Information to be released from:

Name: _____ **School/Agency:** _____

Address: _____ **City/State/Zip:** _____

Information to be released to: **Desert Christian Elementary School**

Authorization is hereby granted to release record(s) _____ form to/from the parties indicated above.

Signature of Parent/Guardian

Date

Signature of School Official

Date

Assurance Statement: In making this request, the undersigned agrees that only professional staff assigned to work with the student will use the information received.